C:\Users\cdrost\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\CZKH5NDV\MC900104872[1].wmf**Teacher Portfolio Checklist:**

**Teaching Responsibilities:**

* Statement of teaching roles and responsibilities in the day and a list of courses taught.
* Information about professional activities and affiliations beyond the school
* Sample copies of communication with parents (i.e. class newsletters, congratulatory letters, etc.)
* Teacher-made classroom documents (i.e. lesson plans, handouts, tests, rubrics, etc.)
* Description of steps taken to evaluate and improve one's teaching.
* Description of steps taken to evaluate student’s learning (grading, journals, portfolios etc..)
* Maintaining a record of the changes resulting from self-evaluation.
* Training Activities/Presentations you have made.

**Teaching Philosophy and Personal Information:**

* Cover Page with Vital Statistics (Name, position, subject area specialties, etc…). This could even be a letter from you, welcoming the viewer and sharing your beliefs as a teacher. You might include a photograph of yourself
* Brief biographical sketch related to what has shaped your teaching (highlighting educational, personal, and professional background)
* References
* Reflective essay describing teaching philosophy, goals, and methods
* Documentation of continuing education.
* A current updated resume.
* Copies of evaluations, references, or commendations and awards that you may have received.
* Awards or Grants that you have received.

**Teaching Evidence:**

* Student essays, creative work, and project or field-work reports.
* Student laboratory workbooks and other kinds of workbooks or logs.
* Students' scores on teacher-made or standardized tests, possibly before and after a course has been taken as evidence of learning.
* Exams and quizzes, graded and ungraded
* Descriptions and examples of visual materials used in your classroom.
* Examples of Hands on Activities, Projects, Formative assessments etc… used in your classroom.
* How you use technology in your classroom.
* List of course materials prepared for students.
* Photographs from your classroom
* Scrapbook of newspaper photos, class projects, success stories, etc…
* A brief video of your lesson or related lesson information.
* Steps taken to emphasize the interrelatedness and relevance of different kinds of learning.
* Reading journals on improving teaching and attempting to implement acquired ideas.
* Evidence of attempting instructional innovations and evaluating their effectiveness.

**Self-assessment of your portfolio:**

1. Does the portfolio clearly identify what you teach, how you teach it, and why you teach it as you do?

2. Is a descriptive table of contents included?

3. Is every claim made in the narrative supported by hard evidence in the appendices?

4. Does the portfolio present reflective observations?

5. Are creative or innovative teaching approaches described?

6. Is the portfolio sufficiently selective?

7. Does it include a balance of items from oneself, from others, and from student learning?

8. Have efforts at growth and improvement been cited?