

495 Portfolio Project

Throughout the quarter(s), you are expected to compile your professional portfolio by collecting necessary documents, work samples, narratives of your teaching and administrative philosophy, reflections, records of your classroom and office activities and interaction. A professional teaching and administrative portfolio should include the following:

General items

- Table of content
- Resume

Teaching components

I. Background Information

- background information on you and your teaching context
- educational philosophy and teaching goals

II. Teaching Artifacts And Reflections Documenting An Extended Teaching Activity

- samples of lesson/activity/unit plan
- list of resources used in lessons/activities/units
- two consecutive lesson plans
- child work examples
- your evaluation of child's work
- reflective commentary by you
- additional units/lessons/student work as appropriate
- pictures of you and children in action
- pictures of your classroom set up and a small narrative explaining your philosophy behind your classroom design

Read the article *The Professional Portfolio* from Scholastic.com for more details (<http://content.scholastic.com/browse/article.jsp?id=4148>).

Administrative components

I. Background Information

- background information on your administrative context
- administrative philosophy and goals

II. Administrative Projects And Reflections Documenting An Administrative Activity

- samples of administrative projects include, but not limited to parent newsletter, planning and goal setting, staff development/supervision, admission process, curriculum planning, scheduling, parents conferences, office management tasks
- list of resources used in administrative projects
- documentation of administrative procedure
- reflective commentary/journal on your teaching/instructional activity
- additional administrative project samples as appropriate

Professional Information

- list of professional activities
- staff development training certificates
- letters of recommendation
- formal evaluations of your teaching/administrative performance