

Martinsville City Public Schools Teacher Performance Evaluation System

At the conclusion of the summative evaluation conference, teachers may maintain a copy of the portfolio for their records. The principals will submit the original teacher portfolio to Human Resources for placement in the employee file.

A Portfolio is NOT additional forms or materials created solely for the purpose of evaluation.

Figure 6 shows examples of items that may be included in the *Documentation Log*. This is not a limited list.

Figure 6: *Sample Items in a Portfolio*

Standards	Required Item*	Examples of Evidence
1. Professional Knowledge	* <i>Professional development log</i> Standard 6.3 * <i>Lesson plan and unit plan</i> Standard 1.1	Can include (but not required): <ul style="list-style-type: none"> • Transcripts of coursework • Professional Development log certificates • Annotated list of instructional activities • Lesson/intervention plan • Journals/notes that represent reflective thinking and professional growth • Samples of innovative approaches developed by teacher
2. Instructional Planning	* Lesson plan and unit plan Standard 1.1	Can include: <ul style="list-style-type: none"> • Differentiation in lesson planning and practice • Analysis of classroom assessment • Data driven curriculum revision work Examples: <ul style="list-style-type: none"> ○ Sample lesson or unit plan ○ Course syllabus ○ Intervention plan ○ Substitute lesson plan ○ Annotated learning objectives
3. Instructional Delivery	<i>No evidence is required in the Portfolio</i> Standard 1	Can include (but not required): <ul style="list-style-type: none"> • Annotated photographs of class activities • Handouts or sample work • Video/audio samples of instructional units

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Figure 6 (continued)

Standards	Required Item*	Examples of Evidence
<p>4. Assessment of and for Student Learning</p>	<p>*Evidence of the use of baseline and periodic assessments; sample assessment and accompanying data Standard 4</p>	<p>Can include:</p> <ul style="list-style-type: none"> • Samples of baseline and periodic assessments given • Samples of both formative and summative assessment • Graphs or tables of student results • Records within electronic curriculum mapping tool <p>Examples:</p> <ul style="list-style-type: none"> ○ Brief report describing your record keeping system and how it is used to monitor student progress ○ Copy of scoring rubrics ○ Photographs or photocopies of student work with written comments ○ Samples of educational reports, progress reports or letters prepared for parents or students ○ Copy of disaggregated analysis of student achievement scores on standardized test ○ Copy of students' journals of self-reflection and self-monitoring
<p>5. Learning Environment</p>	<p><i>No evidence is required in the Portfolio</i> Standard 5 – 5.2, 5.3</p>	<p>Can include (but not required):</p> <ul style="list-style-type: none"> • Student survey summary information • List of classroom rules with brief explanation of the procedures used to develop and reinforce them • Schedule of daily classroom routines • Explanation of behavior management philosophy and procedures
<p>6. Professionalism</p>	<p>Evidence of :</p> <ul style="list-style-type: none"> *Professional Development Log 6.3 *Parent Communication Log 6.7 *Unassigned Days Log 6.5 	<p>Can include:</p> <ul style="list-style-type: none"> • Record of participation in extracurricular activities and events • Record of professional development taken or given • Examples of collaborative work with peers • Evidence of communication with students, families, colleagues and community <p>Examples:</p> <ul style="list-style-type: none"> ○ Copy of classroom newsletter or other parent information documents ○ Sample copy of interim reports
<p>7. Student Academic Progress</p>	<p>*Student Progress Goal Setting Form and supporting data</p>	<p>Student Achievement Goal Setting Document ó Revised at midterm and end of year</p> <ul style="list-style-type: none"> • This is in the folder in Talent Ed Perform.