

PORTFOLIO TO IMPROVE STUDENT LEARNING

Name: _____ **Evaluator:** _____

Position: _____ **Program:** _____

Content Area: _____

Portfolios provide purposeful and careful documentation of a goal or goals designed to improve student learning. They encourage ongoing self-evaluation and reflection while providing information to guide future self-improvement and professional development.

By **October 15th**, schedule and complete a **Planning Session** with your administrator to accomplish the following:

Develop a goal or goals to be documented by a portfolio.

Select the criteria to be addressed from the following:

Content Knowledge

Preparation

Instructional Delivery

Classroom Management

Student Development

Student Assessment

Collaboration

Reflective and Responsive Practice

Determine the anticipated outcome on student learning.

Determine types of artifacts to be collected for your portfolio.

By **November 1st**, submit a **Portfolio Plan** that includes the goal or goals to be documented, the anticipated outcome on student learning, and the resources needed.

By **December 15th**, schedule a **Discussion Session** with your administrator to talk about the progress made with your goals.

By **February 15th**, schedule and complete a **Reflective Session** with your administrator to discuss the contents of your Portfolio, how it reflects progress on your goal or goals, and how student learning has been impacted. At this meeting, develop a plan for sharing your findings with others (i.e. faculty meeting, workshop, written summary, etc.)

By **April 1st**, the presentation of your Portfolio should be completed.

By **June 1st**, your administrator will complete a narrative summary to be added to your personnel file regarding your Portfolio.

I accept responsibility for completing my portfolio in accordance with the guidelines provided.

Signature of Employee

Date



PORTFOLIO PLAN

Name: _____

Evaluator: _____

Position: _____

Program: _____

Content Area: _____

This portfolio plan must be submitted to your supervisor by November 1st.

Goal(s) to be Documented in your Portfolio:

Select the Evaluation Criteria to be Addressed: (Please circle)

Content Knowledge

Student Development

Preparation

Student Assessment

Instructional Delivery

Collaboration

Classroom Management

Reflective & Responsive Practice

Anticipated Outcome on Student Learning:

Artifacts to be Included in Portfolio:

Signature of Employee

Date

Signature of Supervisor

Date