

Appendix D-Examples of Evidence and Artifacts

Artifacts are indicators of professional growth. They are not intended to be a portfolio of completed work. They are meant to support a teacher's instructional improvement and progress toward his/her goals. Artifacts are not put into the personnel file. They are for dialogue purposes only.

The artifacts on the following list are intended as examples. There is no expectation that these specific artifacts be provided to the evaluator. Teachers may wish to provide evaluators with artifacts that are not on this list. Note that some artifacts, although listed in only one domain, may be evidence of practice in other domains as well.

Domain 1: Planning and Preparation

Lesson plans	Lesson plans and logs of meetings that involve collaborating with district specialists
Unit plans	Examples of collaboration with other practitioners
Discipline plans	List of professional books, resources and materials used to create lesson plan
Differentiation plans	Photographs of parents and other professionals volunteering and/or presenting in the classroom
Assessment plan for student achievement	PDFs and photo copies of resource lists
Substitute folder	Written abstracts of research articles for resources
Bulletin boards connected to units	Electronic bookmarks of educational sites/resources used
Student profiles	Google docs between classroom teachers and specialists with collaborative lesson plans
Student work samples	Examples of grouping based on pre-tests
Student portfolios	Examples of visual aids
Teaching artifacts such as primary sources	Examples of educational games to reinforce skills
Student and parent surveys	Examples of re-teaching with Google websites, math videos
Notes from workshops, conferences, professional texts and classes	Examples of student-designed rubrics
Curriculum Night presentation/handouts	Examples of varied assessment for large units
Examples of informal time with students	Examples of "small" regular assessments for basic skills and clear articulation of how they are used to plan
Student conferences/check-ins notations	Examples of pre-tests/entrance slips/exit slips
Charts with data collected from student files, test data, etc.	Examples of Topic-Do-LOT at beginning of lesson
Examples of getting to know students: interest inventories, etc.	Examples of daily essential questions, goals, and objectives
Examples of anecdotal records on students	Examples of computer usage and technology
Examples of modifications of assessments, assignments, lessons for SPED, ELL, Gifted (recognize IEPs and 504 Plans)	
Examples of pre- and post-assessments	
Rubric samples and important concepts reflected in lesson plans	
Examples of aligning special service to curriculum	
Examples of differentiating assignment	
Notes on collaboration with grade level teams	

Domain 2: The Classroom Environment

CD, electronic presentations	A collection of content specific resources (books, references, etc.)
Classroom observations	Examples of learning stations (e.g. Writers' Workshop)
Problem solving notebook	Content related, relevant artifacts on walls
Interviews	Sign-ups for computer access, publishing conferences
Behavior log	Photos of organizational areas
Homework plan	Agenda and minutes of training for assistants
Log of parent contacts	Documentation and use of transition strategies (music, saying, clapping, lights, etc.)
Incentive and reward plans	Plans for instructional assistants and volunteers
Unit bulletin boards	Individual student schedules
Seating chart	Student checklists (for routines)
Substitute plan folder	Examples of time management supports (timers, hand signals, lights, etc.)
Physical layout of room	Notes on strategies for students
Diagram and photographs of room	Documentation of behavior intervention
Daily, weekly routine, schedules	Examples of positive intervention strategies and recognitions (i.e. marble jar, class and individual rewards, tally marks, etc.)
Examples of classroom management plan	Student work displayed (in classroom, halls)
Evidence of character lessons, posters, and charts	Examples of written objective for unit and lesson
Anecdotal records of student sharing	Examples of KWL charts and content relevant posters
Notes on behavioral intervention	
Examples of cooperative group activities	
Modeling appropriate classroom behavior	
Examples of student rubrics (so that students are aware of expected outcomes)	
Examples of work completed checklist	
Examples of positive feedback to and from students (certificates, notes)	
Examples of student self-assessment	

Domain 3: Instruction

Student achievement data	Examples of blogging, podcasting through practitioner's website
Classroom observations	Examples of syllabus with expectations
Student work samples	Examples of assignment guides
Units of study	Student answers/participation recorded
Technology links	Pictures or video of students utilizing a variety of materials/resources (SmartBoards, computers, leveled books, math games, etc.)
Video and audio records of student performance	Examples of graphic organizers
Extension and enrichment activities	Creation of leveled groups based on pre and post assessment
Modifications	Video camera use
Examples of written feedback	Conferencing notes
Differentiation samples	Class meeting notes
Copies of quizzes, tests, assignments	Videotaped instruction/interactions with students
Examples of journaling and autobiographies	
Examples of student projects	
Examples of objectives and goals, clear expectations	
Google Docs comments	

Domain 4: Professional Responsibilities

Log of parent contacts	Binders/folders of used materials
Newsletters	Notes/information from committee meetings, professional journals, team meetings/grade level meetings
Published articles	Handouts and notations on continued professional development (conferences, workshops, conventions)
Parent surveys	Examples of observations of other practitioners (via video or in person)
Voice mail and email logs	List of useful websites
Reflection sheets and journals	Participation log of activities in professional organizations
Notes on lesson reflections and ideas for improvement	Log of tutorials used for technology or other educational purposes
Parent letters and emails	Notes from site visits to other institutions
Teacher certification classes, workshops	Notes from working collaboratively with colleagues
District, building committees	Examples of participation in after school activities (i.e. Bingo Night)
PD documentation	Examples of professionalism based on participation with education association
Coursework	Noted parent feedback based on teacher and student performance
Community service	Examples of providing extra support to students outside of assigned school hours
National Board Accreditation	Examples of advocacy with attendance at PTO/PTAC, board meeting, student events to present or support programming
A list of conferences and workshops attended	Examples of attending student activities outside the school day
Presentations made	
Journals	
Observations	
Videotapes	
Transcripts	
Examples of specific report card comments	
Examples of progress monitoring data and plans changed based on progress	
Examples of attendance, grades, conference forms, report cards, anecdotal records, parent contacts logs, portfolios, etc.	
Examples of promptness in meeting deadlines (i.e. IEP), timelines, meeting prep	