

BLaST Intermediate Unit #17
Professional Education & Portfolio Planning Guide
Traditional Format - 2014-2015

Name_____

Building_____

1. Personal/Professional Goal:

Examples of Personal/Professional goals:

- improvement of classroom management
- use of alternative assessment
- using portfolio assessments
- using computer technology in instruction
- use instructional support techniques
- meeting the needs of inclusion students
- use of differentiated instruction (meeting student needs based on learning styles/multiple intelligences)
- designing standards-based classroom lessons/instructions

2. Implementation of Goals:

List the ways you plan on incorporating or implementing the goal(s):

Questions to consider in creating this list:

- What are the specific tasks you plan to do to meet your goal(s)?
- How will you incorporate the key components of the goal in your teaching?
- What changes do you plan to make in your instruction to incorporate the goal?
- What will change for your students, parents, colleagues?

3. Professional Development/Education

List your professional development activities in this section. How will you learn or be trained?

Did you consider the following?

- Intermediate Unit professional development
 - District in-service workshops
 - Building level in-service training
 - college or university courses
 - PaTTAN courses
 - workshops, seminars, conferences
 - professional reading or research
 - distance learning opportunities; internet based learning
 - peer observation
 - peer teaching or coaching
 - observation of model programs
 - visits to other schools
 - other _____
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Possible Portfolio Content

3. Evidence:

Collect examples of evidence that indicate you have met or are working toward your goal(s). This should be a purposeful collection of evidence. You do not need to include every test, worksheet, or piece of student work! Choose items that you are particularly proud of, items that exhibit growth; items may need revision, etc.

Examples of artifacts are not limited to, but may include:

- teacher created tests or worksheets
- IEP's
- study guides
- publications
- student work
- lesson plans, units outlines
- communication to or from students, parents, supervisors, peers
- photographs, videotapes, descriptions
- anecdotal records
- classroom observation reports from supervisors or peers

4. Showcase:

Include items in this section of your portfolio that may not be directly related to your goals, but reflect on you as a teaching professional. Such items may include notes of praise from students, parents, peers; certificates; photos; anecdotal notes; etc.

5. Reflection:

Reflection is an explanation of why certain items were included in the portfolio and a self-assessment of goal attainment. Reflection allows us to examine our strengths, identify our challenges, and plan for professional development.

Questions to be considered:

- Assuming I have met, or I am working toward meeting my professional goal(s), what impact has this had on student learning in my classroom?
- What impact has meeting or working toward my professional goal had on me as a professional educator?

- What, if any, adaptations or modifications need to be made for next year?

- What are my professional development needs?

Mid-year Progress Discussion Sheet

Include this sheet when submitting your portfolio to your supervisor for mid-year review.

- What is working in your portfolio development process and achievement of your goals?
 - Where are you having difficulty?
 - How can your supervisor assist?
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Teacher Portfolio End of the Year Report

Date_____

Summative Comments:

Teacher Response:

(Supervisor)

(Teacher)