Possible Artifacts for Domain 4: Professionalism

In regards to Domain 4, principals should look at documents that support the six elements. While PED does not prescribe the articles of evidence in any of the domains, we do suggest a quality over quantity approach. Many documents are already in place and readily applicable to multiple elements. They should be collected throughout the semester during the regular course of work. Feedback given through Teachescape does fulfill the feedback within 10 days requirement.

4A: Communicating with families –

- sign in sheets for back-to-school, open house and/or homework help nights,
- classroom newsletter,
- participation in a parent advisory group,
- classroom websites,
- Parent/School Messenger,
- regular homework sheet with a teacher message,
- log of telephone outreach to parents,
- evidence of an established method for communicating student behavior, i.e. color chart, notes to parents, etc.

4B: Participating in a professional community –

- Agenda and notes from grade-level/PLC/departmental meetings,
- evidence of participation in adjunct duties,
- notes from peer mentoring,
- student work that has been generated as a result of collaborative work,
- teacher’s reflection on participating in site or district collaborative events, etc.

4C: Reflecting on teaching –

- written reflection after teaching a lesson,
- amending lesson plans,
- teacher’s written response to observation feedback,
- post-observation conference notes, does teacher incorporate suggestions, etc.

4D: Demonstrating professionalism –

- teacher information system reports regarding teacher arrival on time,
- evidence of teacher supporting campus expectations, i.e. addressing student tardies, discipline policies, etc.,
4E: Growing and developing professionally –

- completion and progress on PDP,
- professional development participation reports/rosters,
- reports generated from on-line PD providers (Teachscape Learn, PD360),
- review of PLC, grade-level or departmental meeting minutes/notes, etc.

4F: Maintaining accurate records –

- grade book,
- attendance data,
- lesson plans and other curriculum materials,
- discipline records,
- parent contact log,
- analysis of student achievement results,
- team meeting notes, agendas, and reports.