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
Unit plans
Discipline plans
Differentiation plans
Assessment plan for student achievement
Substitute folder
Bulletin boards connected to units
Student profiles
Student work samples
Student portfolios
Teaching artifacts such as primary sources
Student and parent surveys
Notes from workshops, conferences, professional texts and classes
Curriculum Night presentation/handouts
Examples of informal time with students
Student conferences/check-ins notations
Charts with data collected from student files, test data, etc.
Examples of getting to know students: interest inventories, etc.
Examples of anecdotal records on students
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

Lesson plans and logs of meetings that that involve collaborating with district specialists
Examples of collaboration with other practitioners
List of professional books, resources and materials used to create lesson plan
Photographs of parents and other professionals volunteering and/or presenting in the classroom
PDFs and photo copies of resource lists Written abstracts of research articles for resources
Electronic bookmarks of educational sites/resources used
Google docs between classroom teachers and specialists with collaborative lesson plans
Examples of grouping based on pre-tests
Examples of visual aids
Examples of educational games to reinforce skills
Examples of re-teaching with Google websites, math videos
Examples of student-designed rubrics
Examples of varied assessment for large units
Examples of "small" regular assessments for basic skills and clear articulation of how they are used to plan
Examples of pre-tests/entrance slips/exit slips Examples of Topic-Do-LOT at beginning of lesson
Examples of daily essential questions, goals, and objectives
Examples of computer usage and technology

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Domain 2: The Classroom Environment

CD, electronic presentations
Classroom observations
Problem solving notebook
Interviews
Behavior log
Homework plan
Log of parent contacts
Incentive and reward plans
Unit bulletin boards
Seating chart
Substitute plan folder
Physical layout of room
Diagram and photographs of room
Daily, weekly routine, schedules
Examples of classroom management plan
Evidence of character lessons, posters, and charts
Anecdotal records of student sharing
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

A collection of content specific resources (books, references, etc.)
Examples of learning stations (e.g. Writers' Workshop)
Content related, relevant artifacts on walls
Sign-ups for computer access, publishing conferences
Photos of organizational areas
Agenda and minutes of training for assistants
Documentation and use of transition strategies (music, saying, clapping, lights, etc.)
Plans for instructional assistants and volunteers
Individual student schedules
Student checklists (for routines)
Examples of time management supports (timers, hand signals, lights, etc.)
Notes on strategies for students
Documentation of behavior intervention
Examples of positive intervention strategies and recognitions (i.e. marble jar, class and individual rewards, tally marks, etc.) Student work displayed (in classroom, halls)
Examples of written objective for unit and lesson
Examples of KWL charts and content relevant posters

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Domain 4: Professional Responsibilities

Log of parent contacts
Newsletters
Published articles
Parent surveys
Voice mail and email logs
Reflection sheets and journals
Notes on lesson reflections and ideas for
   improvement
Parent letters and emails
Teacher certification classes, workshops
District, building committees
PD documentation
Coursework
Community service
National Board Accreditation
A list of conferences and workshops attended
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

Binders/folders of used materials
Notes/information from committee meetings,
   professional journals, team meetings/grade
   level meetings
Handouts and notations on continued
   professional development (conferences,
   workshops, conventions)
Examples of observations of other practitioners
   (via video or in person)
List of useful websites
Participation log of activities in professional
   organizations
Log of tutorials used for technology or other
   educational purposes
Notes from site visits to other institutions
Notes from working collaboratively
   with colleagues
Examples of participation in after school
   activities (i.e. Bingo Night)
Examples of professionalism based on
   participation with education association
Noted parent feedback based on teacher and
   student performance
Examples of providing extra support to students
   outside of assigned school hours
Examples of advocacy with attendance at
   PTO/PTAC, board meeting, student events to
   present or support programming
Examples of attending student activities outside
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Domain 3: Instruction

Student achievement data

Classroom observations

Student work samples

Units of study

Technology links

Video and audio records of student performance

Extension and enrichment activities

Modifications

Examples of written feedback

Differentiation samples

Copies of quizzes, tests, assignments

Examples of journaling and autobiographies

Examples of student projects

Examples of objectives and goals, clear expectations

Google Docs comments

Examples of blogging, podcasting through practitioner's website

Examples of syllabus with expectations

Examples of assignment guides

Student answers/participation recorded

Pictures or video of students utilizing a variety of materials/resources (SmartBoards, computers, leveled books, math games, etc.)

Examples of graphic organizers

Creation of leveled groups based on pre and post assessment

Video camera use

Conferencing notes

Class meeting notes

Videotaped instruction/interactions with students