

# MAPCS - MIDDLE SCHOOL STAFF MIDYEAR EVALUATION CONFERENCES

Please bring the following to your scheduled conference: Jan/Feb 2012

## Checklist for Conference

- Class Data
- Progressing professional Portfolio
- Students' work samples
- Professional Development (proof)
- Professional Growth Plans (developed by you and Admin)
- Awards /Accolades
- Parent Logs
- Observations/ Lesson Feedback
- Examples of Teacher-Leadership
- Sample lesson plans -stellar plans-



Helpful  
Tips

## Developing A Teaching Portfolio

What is a Teaching Portfolio? It is a factual description of an instructor's teaching strengths and accomplishments. It includes documents and materials, which collectively represents the scope, development and quality of an instructor's teaching performance. Think of the function behind portfolios kept by architects, designers, artists, etc.-to display their best work and the thought process behind their work.





### Be Sure To Include:

- Personal teaching Philosophy**, strategies, objectives and methodologies. The Teaching Philosophy is the cornerstone of a teaching portfolio. It serves as the reflective narrative that ties all of the pieces together in a logical, meaningful way. You should consider devoting ample time to the development and revision of your teaching philosophy.
- Representative course syllabi detailing course content and objectives, teaching methods, readings, homework assignments.
- Participation in programs for improvement of teaching skills.
- Description of curricular revisions, including new course projects, materials, and class assignments. (teacher made)
- Instructional innovations and assessment of their effectiveness.
- A personal statement regarding long term teaching goals.
- Description of steps taken to evaluate and improve one's teaching.



