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| **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.

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| **Domain 1: Planning and Preparation** |
| Lesson plansUnit plansDiscipline plansDifferentiation plansAssessment plan for student achievementSubstitute folderBulletin boards connected to units Student profilesStudent work samplesStudent portfoliosTeaching artifacts such as primary sourcesStudent and parent surveysNotes from workshops, conferences,  professional texts and classesCurriculum Night presentation/handoutsExamples of informal time with studentsStudent conferences/check-ins notationsCharts with data collected from student files, testdata, etc.Examples of getting to know students: interestinventories, etc.Examples of anecdotal records on studentsExamples of modifications of assessments,  assignments, lessons for SPED, ELL, Gifted (recognize IEPs and 504 Plans)Examples of pre- and post-assessmentsRubric samples and important concepts reflected in lesson plansExamples of aligning special service to  curriculumExamples of differentiating assignmentNotes on collaboration with grade level teams | Lesson plans and logs of meetings that involve collaborating with district specialistsExamples of collaboration with other  practitionersList of professional books, resources and  materials used to create lesson planPhotographs of parents and other professionals  volunteering and/or presenting in the  classroomPDFs and photo copies of resource listsWritten abstracts of research articles for  resourcesElectronic bookmarks of educational  sites/resources usedGoogle docs between classroom teachers and  specialists with collaborative lesson plansExamples of grouping based on pre-testsExamples of visual aidsExamples of educational games to reinforce  skillsExamples of re-teaching with Google websites,  math videosExamples of student-designed rubricsExamples of varied assessment for large unitsExamples of “small” regular assessments for basic skills and clear articulation of how they are used to planExamples of pre-tests/entrance slips/exit slipsExamples of Topic-Do-LOT at beginning of  lessonExamples of daily essential questions, goals, and objectivesExamples of computer usage and technology |

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| **Domain 2: The Classroom Environment** |
| CD, electronic presentationsClassroom observationsProblem solving notebookInterviewsBehavior logHomework planLog of parent contactsIncentive and reward plansUnit bulletin boardsSeating chartSubstitute plan folderPhysical layout of roomDiagram and photographs of roomDaily, weekly routine, schedulesExamples of classroom management planEvidence of character lessons, posters, and  chartsAnecdotal records of student sharingNotes on behavioral interventionExamples of cooperative group activitiesModeling appropriate classroom behaviorExamples of student rubrics (so that students are aware of expected outcomes)Examples of work completed checklistExamples 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 wallsSign-ups for computer access, publishing conferencesPhotos of organizational areasAgenda and minutes of training for assistantsDocumentation and use of transition strategies (music, saying, clapping, lights, etc.)Plans for instructional assistants and volunteersIndividual student schedulesStudent checklists (for routines)Examples of time management supports (timers, hand signals, lights, etc.)Notes on strategies for studentsDocumentation of behavior interventionExamples 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  lessonExamples of KWL charts and content relevant posters |

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| **Domain 3: Instruction** |
| Student achievement dataClassroom observationsStudent work samplesUnits of studyTechnology linksVideo and audio records of student performanceExtension and enrichment activitiesModificationsExamples of written feedbackDifferentiation samplesCopies of quizzes, tests, assignmentsExamples of journaling and autobiographiesExamples of student projectsExamples of objectives and goals, clear  expectationsGoogle Docs comments | Examples of blogging, podcasting through  practitioner’s websiteExamples of syllabus with expectationsExamples of assignment guidesStudent answers/participation recordedPictures or video of students utilizing a variety of materials/resources (SmartBoards, computers, leveled books, math games, etc.)Examples of graphic organizersCreation of leveled groups based on pre and post assessmentVideo camera useConferencing notesClass meeting notesVideotaped instruction/interactions with students |

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| **Domain 4: Professional Responsibilities** |
| Log of parent contactsNewslettersPublished articlesParent surveysVoice mail and email logsReflection sheets and journalsNotes on lesson reflections and ideas for  improvementParent letters and emailsTeacher certification classes, workshopsDistrict, building committeesPD documentationCourseworkCommunity serviceNational Board AccreditationA list of conferences and workshops attended Presentations madeJournalsObservationsVideotapes TranscriptsExamples of specific report card commentsExamples of progress monitoring data and plans changed based on progressExamples 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 materialsNotes/information from committee meetings, professional journals, team meetings/grade level meetingsHandouts and notations on continued  professional development (conferences, workshops, conventions)Examples of observations of other practitioners (via video or in person)List of useful websitesParticipation log of activities in professional organizationsLog of tutorials used for technology or other  educational purposesNotes from site visits to other institutionsNotes from working collaboratively with colleaguesExamples of participation in after school  activities (i.e. Bingo Night)Examples of professionalism based on  participation with education associationNoted parent feedback based on teacher and  student performanceExamples of providing extra support to students outside of assigned school hoursExamples of advocacy with attendance at  PTO/PTAC, board meeting, student events to present or support programmingExamples of attending student activities outside the school day |