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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 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 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 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 |

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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  the school day |