

SPECIAL SERVICES, JOHNSON COUNTY and SURROUNDING SCHOOLS:
Possible Artifacts to Assist with Performance Evaluation



CPPC-8

The following are suggested artifacts that certified personnel may collect and place in a portfolio to share with the primary evaluator:

Domain 1-Purposeful Planning

- Lesson Plans
- Pictures of Room Displays
- Copies of Pre/post tests that guide lesson planning
- Progress monitoring data that guides lesson planning
- Documentation referencing standards in planning

Domain 2-Effective Instruction

- Copies of communications with parents
- Professional development participation documentation
- Progress Monitoring Data
- Lesson Plans
- Documented meetings with other teachers
- Service/Therapy Logs
- Notes on past lesson plans to show needed adjustments
- CBMs
- IIEPs
- Evaluation Reports

Domain 3-Teacher Leadership

- Documentation of participation on school/co-op committees
- Documentation of membership in professional organizations
- Documentation of formal and/or informal mentoring
- Documentation of collaboration with other teachers
- Advanced Degree and/or National Board Certification
- Training materials developed for special/ general education teachers
- Documentation of participation in professional discussion groups
- Volunteering for extra duties
- Attending school events
- Leading professional development activities by either making a presentation or sharing practice
- Arranging social programs for faculty and staff
- Mentoring and coaching new teachers
- Initiating and leading co-curricular activities
- Documentation of leading parent training or support groups
- Documentation of actively serving on committees

Core Professionalism

Attendance

- Attendance record

On-Time Arrival

- Survey/written input from principal/supervisor on reporting to work on time
- Survey/ written input from principal/supervisor on attending case conferences and other meetings on time

Policies and Procedures

- IIEP reports that indicate case conferences held and IIEP developed prior to expiration date
- Professional Development requests that indicate submission at least 3 days prior to attendance
- Documentation from HR Office that sick leave/personal leave were reported prior to absence
- Personal day requests indicate that they were turned in for approval prior to extending or preceding a school break
- Indication from purchasing agent that appropriate purchase procedures were followed
- Teacher of Record list turned in by dated requested
- IIEP which indicates correct completion of all items
- IIEP which indicates all timelines met as outlined in Article 7

Respect

- Survey and/or written input from principal, supervisor or colleague which indicates:
 - Considerate and professional interactions with students, staff, and families
 - Directives given by supervisors are followed
 - Students are treated fairly and are encouraged to succeed
 - Preservation of dignity of others

Ethics

- Documentation of using Professional Organization Ethics Guidelines
- Survey and/or written input from principal or supervisor indicates upholding confidentiality requirements