**Professional Responsibilities**

**Portfolio**

**Elements 21,22,23**



#

# **Element #21 Adhering to School/District Policies and Procedures**

**Focus Statement:** Teacher adheres to school and district policies and procedures.

**Desired Effect:** Teacher adheres to school and district rules and procedures.

**Marzano Grading Evidences**

# Performs assigned duties

# Fulfills responsibilities in a timely manner

# Follows policies, regulations, and procedures (e.g. bullying, HR plans, sexual harassment, etc.)

# Maintains accurate records (e.g. student progress, attendance, parent conferences, etc.)

# Understands legal issues related to colleagues, students, and families (e.g. cultural, special needs, equal rights, etc.)

# Maintains confidentiality of colleagues, students, and families

# Advocates for equality for each student

# Demonstrates personal integrity and ethics

# Uses social media appropriately

**Example Evidences (this is what can be submitted for credit, not all are required):**

* Faculty Meeting Agendas
* Open House documentation
* School Board Meeting Agenda
* SAC Meeting Agenda
* PBS Team documentation
* Writing/Literacy Team
* Reading Comprehension Training (proof of completion)
* ESOL Training (proof of completion)

# **Element #22 Maintaining Expertise in Content and Pedagogy**

**Focus Statement:** Teacher continually deepens knowledge in content (subject area) and classroom instructional strategies (pedagogy).

**Desired Effect:** Teacher provides evidence of developing expertise in content area and classroom instructional strategies.

**Marzano Grading Evidences**

* Participates in professional development opportunities
* Demonstrates content expertise and knowledge in the classroom
* Seeks mentorship from subject area experts
* Seeks mentorship from highly effective teachers
* Actively seeks help and input from appropriate school personnel to address issues that impact instruction
* Demonstrates a growth mindset and/or seeks feedback
* Implements a deliberate practice or professional growth plan
* Seeks innovative ways to improve student achievement
* Gathers and keeps evidence of the effects of specific classroom strategies and behaviors on specific categories of students (i.e., different socio-economic groups, different ethnic groups)
* Uses a reflection process for analysis of specific strengths and weaknesses of individual lessons and units
* Uses a reflection process for analysis of specific instructional strengths and weaknesses
* Explains the differential effects of specific classroom strategies on closing the achievement gap
* Seeks opportunities to develop deeper understanding of cultural responsiveness
* Uses formative and summative data to make instructional planning decisions
* Teacher observational data is correlated to student achievement data
* Identifies specific areas of strengths and weaknesses within instructional strategies or conditions for learning
* Keeps track of identified focus areas for improvement within instructional strategies or conditions for learning

**Example Evidences:**

* NEFEC Connect Agenda
* Online Professional Development
* Completion of PD and training
* Passing Subject Area Certification
* College Classes
* State Training

# **Element #23 Promoting Teacher Leadership and Collaboration**

**Focus Statement:** Teacher promotes teacher leadership and a culture of collaboration.

**Desired Effect:** Teacher provides evidence of teacher leadership and promoting a school-wide culture of professional learning.

**Marzano Grading Evidences:**

* Contributes and shares expertise and new ideas with colleagues to enhance student learning in formal and informal ways
* Serves as an appropriate role model (i.e. mentor, coach, presenter, researcher) regarding specific classroom strategies and behaviors
* Documents specific situations of mentoring other teachers
* Works cooperatively with appropriate school personnel to address issues that impact student learning
* Accesses available expertise and resources to support students’ learning needs
* Promotes positive conversations and interactions with teachers and colleagues
* Fosters collaborative partnerships with parents to enhance student success in a manner that demonstrates integrity, confidentiality, respect, flexibility, fairness, and trust
* Encourages parent involvement in classroom and school activities
* Demonstrates awareness and sensitivity to social, cultural, and diverse needs of families
* Uses multiple means and modalities to communicate with families
* Seeks a role and participates in Professional Learning Community meetings
* Serves as a student advocate in the classroom, school, and community
* Participates in school and community activities as appropriate to support students and families
* Serves on school and district-level committees
* Works to achieve school and district improvement goals

**Example Evidences:**

* Mentor/Mentee Logs
* Collaborating by sharing new ideas on lessons/activities (include example and communication)
* School Leadership Team
* Team leader/Department Chair duty evidence
* Being a mentor for low income/at risk students through RTI or MTSS