

Definition & Explanation of Artifacts/Menu: Artifacts are “things” that document the work that teachers/administrators do “off stage” in preparation for and in reflection upon their work with students/educators. Artifacts should be a sample that demonstrates educator performance and impact. The number of artifacts to collect varies by educator. Artifacts can provide evidence of more than one standard. The artifacts menu lists **options** for each of the indicators in domains 1 & 4. This is not an exhaustive list or intended to limit educators to items contained in this list.

Domain 1: Planning and Preparation

INDICATOR	POSSIBLE ARTIFACTS
1a Demonstrating Knowledge of Content and Pedagogy • Content knowledge • Prerequisite relationships • Content pedagogy	• Lesson & unit plans • Syllabus • Student work with teacher feedback • Published articles in content area • Conference Presentations
1b Demonstrating Knowledge of Students • Child development • Learning process • Special needs • Student skills, knowledge, and proficiency • Interest and cultural heritage	• Lesson & unit plans • Student interest/access survey • Sheltering strategies • Specific assignments/projects
1c Setting Instructional Outcomes • Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners	• Year-long plan (scope and sequence) • Targets • Assessment Rubric
1d Demonstrating Knowledge of Resources • For classroom • To extend content knowledge • For students	• List of materials • Use of outside speakers • Professional growth activity log
1e Designing Coherent Instruction	• Lesson & unit plans

• Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure	• Year-long plan (scope and sequence) • Syllabus • Instructional map • Evidence that show students are grouped and regrouped based on their ability levels
1f Designing Student Assessments • Congruence with outcomes • Criteria and standards • Formative assessments • Use for planning	• Lesson & unit plans • Assessment with scoring rubric(s)

Domain 4: Professional Responsibilities

INDICATOR	POSSIBLE ARTIFACTS
4a Reflecting on Teaching • Accuracy • Use in future teaching	• Annotated lesson plans • Student work with feedback • Journaling
4b Maintaining Accurate Records • Student completion of assignments • Student progress in learning • Non-instructional records	• Attendance • Grade book (Synergy or hard copy) • Student Assignment Tracking Sheets
4c Communicating with Families • About instructional program • About individual students	• Letters home • Emails • Report cards • Progress reports (Special Education, ELD) • Communication log • Website • Parent-friendly version of standards

4d Participating in a Professional Community • Relationships with colleagues • Participation in school projects • Involvement in culture of professional inquiry • Service to school	• PLC logs • PLC journaling • Minutes from a PLC meeting • Common Assessments • RTI documentation • Email exchanges with colleagues (behavior profiles)
4e Growing and Developing Professionally • Enhancement of content knowledge/pedagogical skill • Receptivity to feedback from colleagues • Service to the profession	• Maintenance of licensure • PDU log • Peer observation notes • Certificates of participation or transcripts • Agenda for presentation given
4f Showing Professionalism • Integrity/ethical conduct • Service to students • Advocacy • Decision-making • Compliance with school/district regulation	• Grant applications • News media coverage of class activities/accomplishments • Communication that advocates for a student • Meeting minutes
4g Support District & Building Initiatives (SIP Goals, Equity, Literacy, and Balanced Budget)	• Documentation of PD activities specific to district goals • SSGS tied to equity and focus groups • Lesson plans, unit maps, posters in the classroom focused on district goals • Action plan from book group