

Portfolio Requirements for Initial and Other Certificate Holders:

According to New York State Regulations 100.2 subdivision (o) B (3) all transitional and initial certificate holders are required to be evaluated based on a portfolio review. The format is determined by the school district in their Annual Professional Program Review Plan (APPR). **Each newly certified (transitional or initial) teacher in West Babylon is required to maintain the initial portfolio for review in the APPR process.** The portfolio will be developed over three years for the certified (transitional or initial) teacher and over two years for other new probationary teachers with other certificates unless waived by Mrs. Farrelly. The following is the format expected from West Babylon Schools:

Elements of a Best Practices Portfolio

- 1) Cover and/or container reflecting teacher's personality: Container may be a binder, accordion envelope, electronic, or other of teacher's choice.
- 2) Cover Page should include the following information: Name, teaching assignment, building, date of assignment, type of certificate, and certificate number.
- 3) Dear Reader Letter (sets the tone of the portfolio) and includes:
 - Intro to the portfolio
 - Context of the work in the portfolio
 - Ex: "I am a 6th grade social studies teacher in West Babylon and I teach a self-contained classroom with 28 students..."
 - Some reflection about the year
- 4) Table of Contents
- 5) Artifacts- *Included one required and a minimum of three (3) elective artifacts. Each artifact is a Reflective Piece meaning that a required short reflection must be attached in some way to the artifact.*
 - ❖ **Required Artifact (4 pieces):** Best Practices Lesson Plan (educationally sound and well written) with three examples of student work.
 - ❖ **Required Reflective Piece:** should be attached in some way to each artifact in the portfolio. It should be a thoughtful paragraph or two that explains the artifact and the evidence of learning or teaching it represents.
 - ❖ **Suggested Electives:** choose a minimum of three or select your own::
 - PPT presentation used in class
 - Website/Eboard created for class/bulletin boards
 - Newsletters etc. created by teacher/students
 - Communications with parents/field trips
 - Grants/extracurricular activities
 - Examples of committee work/task forces
- 6) Reflection on the Portfolio

The reflection should be a thoughtful well-constructed written piece about the year, about the portfolio and the process of creating it, and any realizations gained by the teacher from creating the portfolio.

The reflection should demonstrate knowledge of pedagogy, learners and instructional strategies/practices: example: differentiated instruction, guided reading, jigsaw, questioning, learning styles, etc.

7) Years 2 and 3 Portfolio Additions:

Add one or two artifacts of your choice with attached reflections to the Portfolio.

Maintaining the Portfolio is your responsibility as a new teacher in West Babylon Schools. You are encouraged to take pride in your work. Remember, your portfolio is a unique tool for self-reflection and professional development. The portfolio is the place where you demonstrate some of your accomplishments and the work of your students.

Each year for three years (Initial) or two years (all others) you will submit your Portfolio, Mentoring Log, and Completion Form to your principal for his/her review and signature. The principal will determine the date that you should submit those materials before your Annual Review. The Mentoring Log and Completion Form will be sent to Mr. Rizzo's office to be added to your personnel file.

It is also the responsibility of the initially certified teacher to keep the portfolio safely stored in the event that New York State requests to review the contents.