

**RED HOOK CENTRAL SCHOOL DISTRICT**  
**Office of Curriculum and Instruction**

**Probationary Teacher Portfolio Requirements**

**Overview:** As part of the Red Hook Central School Districts approved Annual Professional Performance Review (APPR) plan, all staff members are required to annually collect multi-measures of performance and record the documents in the Online Assessment System (OASYS). This multi-measure collection consist of observations, artifacts for both Domain 1- Planning and Preparation and Domain 4-Professional Responsibilities.

**Portfolio Content:** The Probationary Teacher Portfolio is a composite of the multi-measures collected through the APPR process throughout the probationary term. The portfolio contents will include the following items and presented in a 3 ring binder.

**Part I –Teacher certification information/documentation** – An updated resume and copies of teacher certification documents.

**Part II: Observations (Domains 2 and 3)** – A collection of all observations completed during the probationary period.

**Part III: Artifact Collection (Domain 1 Planning and Preparation)** – The tenure candidate should include 7 highlights from each of the probationary years. When choosing your artifacts, be sure to include items that give depth and breadth to your teaching experience. Therefore, there should be few repeated items.

**Part IV: Self-Reflection (Domain 4 Professional Responsibilities)** In a profession as challenging as teaching, honest self-reflection is key. That means that we must regularly examine what has worked and what has not in the classroom. Please include each self-reflection of your yearlong practice completed during your probationary period. The questions below can help to guide the reflection process. The self-reflection narrative **may include**, but is not limited to the following:

- Knowledge of Students and Student Learning
- Knowledge of Content and Instructional Planning
- Instructional Practice
- Learning Environment
- Assessment of Student Learning
- Professional Responsibilities
- Professional Growth
- Professional Areas of Focus
- What were your strengths this year?
- In what areas would you like to improve?

**Part V: Professional Responsibilities (Domain 4)**- Using your yearly APPR document, choose 3 pieces of evidence for each component listed below that highlights professional responsibility from your probationary time period. Please include a short description where needed.

- 4b. Managing Accurate Records (e.g. lesson/unit plans, assessment data, grade book)
- 4c. Communicating with Families (e.g. newsletters, phone logs, meeting notes)
- 4d. Participating in a Professional Community (e.g. committee meetings, participating in school events)
- 4e. Growing and Developing Professionally (e.g. book studies, seeks out PD, mentoring, presentations)
- 4f. Showing Professionalism (e.g. seeking out resources, committee leadership, PD teaching)

### **Portfolio Review Process:**

1. Approximately 2 months prior to the anticipated date of the tenure vote the portfolio should be submitted to the building administrator for review.
2. After the building administrator review, the portfolio will move to the next round of reviews or be returned to the tenure candidate for corrections. If corrections are needed the portfolio must be resubmitted to the building administrator for review and approval.
3. Upon approval by Building Administrator, it will then be submitted to the Assistant to the Superintendent for Curriculum and Instruction for review. Once reviewed, and teacher corrections made if necessary, the portfolio will then be given to the Superintendent of Schools for review.
4. The final step of the portfolio review is by members of the Board of Education.

\*Portfolio requirements are pro-rated to reflect the length of the candidate's probationary term.