



Creating a Professional Portfolio

GOALS/PURPOSE:

- To develop learning goals and opportunities to reflect and improve on one's teaching practice and beliefs.
- To showcase areas of professional growth, competencies and expertise.
- To highlight areas of excellence in teaching and student learning.
- Demonstrating, through artifacts and information, an understanding and application of the Standards of Teaching, from the Ontario College of Teachers.

FORMAT:

- Variable
 - o **Option 1:** Electronic (part of a personal, professional website or blog; a Powerpoint or Prezi format, or another online portfolio web-tool).
 - o **Option 2:** Hard copy (such as a 1" binder with tabs. Bounded copies are not recommended, as teachers' portfolios grow and adapt with experience and professional growth and should allow for editing).
 - o Organization (how to divide it, using tabs or dividers) can vary but it should flow logically; organizing into the five professional standards is my preferred method.

INCLUSIONS:

- Personal statement/philosophy of education.
- Current Annual Learning Plan (or equivalent - such as a Professional Development Plan).
- Current Ontario College of Teachers certification (including Additional Qualifications).
- Current Curriculum Vitae, including extra-curricular involvement.
- Sample of relevant planning, such as a unit plan. Include a summative assessment, with a sample of accompanying student work (or photo of student work, if the task was visual), as well as examples of assessment as and of learning (formative assessment). Include evidence of Differentiated Instruction and use of technology (link or photos), if available.
- Professional Reading or Writing that you have participated in (such as published articles).
- Formal Professional Learning or Teaching Opportunities (workshops you have attended or presented at, courses you have taken, professional learning communities you have participated in, Ministry projects you have participated in).
- Professional feedback – from colleagues, administrators, parents and students, including letters of commendations, certificates or awards.
- If applicable, links to *professional* presence online (such as Twitter, Facebook, LinkedIn, Instagram, Pinterest accounts or professional websites/blogs).

CONSIDERATIONS:

- Portfolio should be professional in presentation; thoroughly edited for spelling and grammar errors, and identifying information of third parties redacted.
- The portfolio is a working document which should grow and evolve with the educator.