



HARVARD GRADUATE SCHOOL OF EDUCATION

Educators Professional Portfolio

The Professional Portfolio is a collection and presentation of evidence of growth and achievement over time. Plan on updating your portfolio as you advance in your career. Portfolios document the examples of accomplished practices that can be adapted in other settings, whether a new classroom or school. Portfolios organize a record of accomplishments, artifacts, professional development and focused reflections that are useful for a job search as well as for licensure advancement and renewal requirements.

As you advance, expect that your portfolio will be modified over time. Therefore, it is important to consider the format you want to use to retain contents, whether cloud-based, thumb drive or another storage option that you will be able to access well beyond graduate school.

Portfolio Contents:

Background Information

- Resume
- Educator License(s), National teacher certificate
- Educational Philosophy (see tip sheet)

Teaching Artifacts and Reflections Documentation

- Overview of Teaching Instructional Plan and Unit Goals
- List of resources used in above Unit
- 2 to 3 consecutive lesson plans
- Student work examples
- Evaluation of student work
- Video of teaching example (make certain students are not in video for privacy purposes)
- Reflection commentary by teacher
- Artifacts that illuminate unique aspects of the instructional plan (for example, local newspaper article on students' community work associated with the plan, or photos of students in an activity directly related to the instructional plan) You can also include examples of representative student work that includes descriptive feedback.
- Sample of Parent/Staff communication you have created

Professional Information

- List professional activities (for example, Chair of School X Curriculum Review Committee)
- Letters of Recommendation
- Formal evaluations

- Documentation of completion of Professional Development Opportunities (for example, Certificates of Completion of PD forum, Letter from Professional Development Organization attesting participation, MOOC completion certificate)
- Awards (for example, State Teacher of the Year, Award for Contributions to School Improvement)

TIPS:

Include brief written explanations for each artifact so a reader understands context and can learn of your reflective intentions. (For example, if you include a student feedback survey and summary of responses, briefly summarize the intent of the survey and what you learned from student feedback that could reinforce or modify your approaches to teaching.)

Create a table of contents to separate portfolio components.

Collect a wide range of artifacts. Date and annotate them so when you create your portfolio you can select best exemplars. Don't feel like you must include every document and unnecessary, or repetitive artifacts.

Journaling while you are teaching can help you capture written reflections of your teaching while you are in the midst of the work, rather than requiring you to later create reflections.