

Figure 11 Developing a Portfolio

Directions: Set a time to discuss the purposes of a professional portfolio. If your district or state requires a beginning teacher to create one as evidence for state licensing, you need to follow the format required. If this is not required, you may still encourage the novice to collect artifacts as a memory of the first years of teaching. Portfolios can be shared with parents at open house night or with district administrators who are evaluating the novice.

Follow these steps and discuss these ideas with your novice teacher.

1. Review the purpose of a professional portfolio. Why is it an important tool?
2. Assist the novice in writing a three-paragraph philosophy statement. Use this as a format.
 - a. List three words to describe yourself as a teacher and why these are important.
 - b. Write three beliefs you have about teaching and learning.
 - c. List three ways you demonstrate your words and beliefs in the classroom.
3. Encourage her to collect artifact samples in a box or online folder to be reviewed later.
 - a. Student work, lesson plans, photographs, evaluation comments, professional development, and courses of students working in the classroom. Remember to get permissions for any photos you put into your portfolio.
4. Discuss the best way to present a portfolio. Should it be digital or hard copy?
5. If this is for the state, when is it due? Assist the novice in doing this in parts so it is not being done all at once at the end of the year.
6. Help the novice put the portfolio together following these tips.
 - a. Select the most meaningful samples from the artifact box or online folder. The examples the novice selects should either relate to a standard or illustrate an area that is documenting proficiency. Your mentee should not keep samples that do not relate to required evidence needed unless you can make a connection to a teaching skill.
 - b. Reflect on why this evidence is important and help the novice write a short caption or description for each artifact. The reflection is the explanation as to why this photo or sample of student work relates to teacher development. Help the novice connect the dots so she can see how what she does in the classroom relates to standards.
 - c. Assist your mentee in creating a layout that uses samples of the artifacts collected throughout the year. Organize a table of contents, place the philosophy statement up front, and place the reflections near the evidence.
7. Review the completed portfolio and compliment your novice on all she has learned this year!