

Probationary Teacher Portfolio Questionnaire

Required by all teachers holding a probationary contract.



Grande Prairie and District Catholic Schools

Please answer the following questions by providing evidence in the form of a professional and faith portfolio. You should use examples of your work, actions and activities over a period of time in order to demonstrate your competency in relation to the Teaching Quality Standard and Gospel Values. Please review and discuss the portfolio with your principal as you are working on it throughout the year. Your portfolio, which you should present to your principal in April, will provide them with important information that will assist in completing your formal performance evaluation.

The portfolio may be completed in a format of your choosing and must be received by Greg Miller, Assistant Superintendent, HR by April 30, 2014.

1. Please provide your current philosophy of Catholic Education.
2. Please provide evidence that you are actively living your faith within the school, the parish and the community.

Your evidence should demonstrate:

- that you are regularly involved in your local parish and parish activities.
- that you openly share and discuss your faith with your students in class.
- that you permeate lessons with Catholic components.
- that you access district and school activities that promote faith development (morning prayer, District Faith Development days, School Celebrations)
- that you participate in activities that demonstrate personal faith development/commitment.
- that you model Christian values in your day-to-day activities.
- that you promote the uniqueness / distinctiveness of Catholic Education throughout our District.
- that you assist in the planning, preparation and support of school celebrations and other faith activities.

Your portfolio might include: copies of prayers you use, descriptions of ministries you are involved in through your parish, images of classroom displays, Catholic themed bulletin boards, videos of classroom prayers or celebrations, retreats you have attended, service projects you've organized or been involved in, sample lesson plans where faith is incorporated, the faith goal from your professional growth plan, school-wide celebration you helped plan, letter of reference for your pastor.

3. Please explain and provide evidence of how you demonstrate that you understand and analyze the contextual variables that affect teaching and learning.

Your evidence should demonstrate that you consider and apply any number of variables in order that students can achieve optimum learning. Please create a class profile, taking into consideration each of the following:

- student variables
- school variables
- regulatory variables
- parent and societal variables



Components of each variable can be found in the Teaching Quality Standard

Your portfolio might include: individual needs of each student, strengths and interests of each student, cultural demographic of the class, socio-economic demographic of the class, learning style of each student, school level services/supports accessed, district services/supports accessed, community services/supports accessed, list of strategies attempted to address individual student needs



4. Provide evidence from your teaching that supports you know many approaches to teaching and learning.

Your evidence should demonstrate:

- *that you appreciate individual differences and believe all students can learn, albeit at different rates and in different ways.*
- *that you recognize students' different learning styles and the different ways they learn, and accommodate these differences in individuals and groups of students including students with special learning needs.*
- *that you understand the fluidity of teaching and learning.*
- *that you constantly monitor the effectiveness and appropriateness of your practices and students' activities, and change them as needed.*

Your portfolio might include: examples of learning activities where a variety of individual student needs are being met, images and video that depict a differentiated approach to your lessons, examples of student work completed in many different forms (blog posts, iMovie, google docs, websites, social media) success plans for individual students

5. Please provide evidence of your ability to plan (Ex. long range plan, short/mid-range plan, unit plan, and daily lesson plan).

Your evidence should demonstrate:

- *that your plans are founded in your understanding of contextual variables and are a record of your decisions on what teaching and learning strategies to apply.*
- *that your plans outline a reasoned and incremental progression toward the attainment of desired outcomes, for both teachers and students.*
- *that you monitor the context, your instruction, and monitor and assess students' learning on an ongoing basis, and modify your plans accordingly.*
- *that you strive to establish candid, open and ongoing lines of communication with students, parents, colleagues and other professionals, and incorporate information gained into your planning.*

Your portfolio might include: examples of your plans

6. Provide evidence that you are applying a variety of technologies to meet students' learning needs.

Your evidence should demonstrate:

- *that you use teaching/learning resources in order to maintain an awareness of emerging technology.*
- *that you keep abreast of advances in teaching/learning technologies and how they can be incorporated into instruction and learning.*



- *that as new technologies prove useful and become available in your school, you develop your own and your students' proficiencies in using the technologies purposefully.*
- *that you use electronic networks and other telecommunication media to enhance your own knowledge and abilities, and to communicate more effectively with others.*

Your portfolio might include: example of a lesson where technology was integrated, classroom practices for BYOD, link to a student or class blog, link to student work that was created using web 2.0 tools, student creations using technology, student created videos, GAFE projects, use of websites like Galileo.org or Skype in the Classroom

7. Provide evidence that you are meeting the requirements of 21st century teaching and learning in your classroom? Please refer to Alberta Education's Framework for Student Learning.

Your evidence should demonstrate ways in which you are working with your students to help them develop the competencies in the Framework:

- *Critical Thinking, Problem Solving and Decision Making*
- *Creativity and Innovation*
- *Social, Cultural, Global and Environmental Responsibility*
- *Communication*
- *Digital and Technological Fluency*
- *Lifelong Learning, Personal Management and Well-being*
- *Collaboration and Leadership*

Your portfolio might include: Please refer to Alberta Education's Framework for Student Learning

8. What do you do to create and maintain environments that are safe, caring and conducive to student learning?

Your evidence should demonstrate:

- *that you establish learning environments wherein students feel physically, psychologically, socially and culturally secure.*
- *that you are respectful of students' human dignity, and seek to establish a positive professional relationship with students that is characterized by mutual respect, trust and harmony.*
- *that you model the beliefs, principles, values, and intellectual characteristics outlined in the Guide to Education and programs of study, and guide students to do the same.*
- *that you work, independently and cooperatively, to make your classroom and school a stimulating learning environment.*
- *that you maintain acceptable levels of student conduct, and use discipline strategies that result in a positive environment conducive to student learning.*
- *that you work with students to establish classroom routines that enhance and increase students' involvement in meaningful learning activities.*



- *that you organize facilities, materials, equipment and space to provide students equitable opportunities to learn, and to provide for students' safety.*
- *that where community members work with students either on-campus or off-campus and where students are engaged in school-sponsored off-campus activities, you strive to ensure these situations also are secure and positive environments conducive to students' learning.*

Your portfolio might include: Images of charts/posters outlining classroom rules and routines, examples of flexible seating arrangements you have used, examples of flexible groupings you have used, your classroom management plan, examples where you include students in decisions about their learning

9. Provide evidence that your classroom has a variety of assessment practices and explain how you use these to support students' learning needs, guide their progress, and inform your teaching.

Your evidence should demonstrate:

- *that you utilize multiple sources and methods of formative and summative evaluation.*
- *that you monitor students' actions on an ongoing basis to determine and respond to their learning needs. (formative assessment)*
- *that you use a variety of diagnostic methods that include observing students' activities, analyzing students' learning difficulties and strengths, and interpreting the results of assessments and information provided by students, their parents, colleagues and other professionals*
- *that you select and develop a variety of classroom assessment strategies and instruments to assess the full range of learning objectives.*
- *that you differentiate between classroom and large-scale instruments such as provincial achievement tests, administer both and use the results for the ultimate benefit of students.*
- *that you record, interpret and use the results of student assessments to modify your teaching practices and students' learning activities.*
- *that you help students, parents and other educators interpret and understand the results of diagnoses and assessments, and the implications for students.*
- *that you help students develop the ability to diagnose their own learning needs and to assess their progress toward learning goals.*
- *that you use your interpretations of diagnoses and assessments as well as students' work and results to guide your own professional growth.*

Your portfolio might include: examples of a variety of formative, summative, differentiated, peer, and self assessment tools

10. Provide evidence of the ways in which you establish and maintain partnerships among colleagues, parents, and community.

Your evidence should demonstrate:



- *that you engage in activities that contribute to the quality of the school as a learning environment.*
- *that you contribute professionally beyond the assigned teaching duties through participation in co and extra-curricular activities and contribute to committees, staff meetings and other school activities.*
- *that you work with others to develop, coordinate and implement programs and activities that characterize effective schools.*
- *that you work cooperatively with various stakeholders.*
- *that you strive to involve parents in their children's schooling.*
- *that partnerships with the home are characterized by the candid sharing of information and ideas to influence how teachers and parents, independently and cooperatively, contribute to students' learning.*
- *that you seek out and incorporate community resources into your instruction, and encourage students to use home and community resources in their learning.*
- *that you make connections between school, home and community in order to enhance the relevance and meaning of learning.*
- *that home and community resources are utilized to make learning meaningful and relevant, and so students can gain an increased understanding of the knowledge, skills and attitudes needed to participate in and contribute positively to society.*

Your portfolio might include: extra-curricular activities you are involved in, other committees and organization you are involved in that further the cause of education, classroom newsletter, link to classroom webpage, classroom Twitter Account

11. Provide evidence that you are a life-long learner.

Your evidence should demonstrate:

- *that you engage in ongoing professional development to enhance your understanding of and ability to analyze the context of teaching and to be able to make reasoned judgments and decisions.*
- *that you recognize your own professional needs and work with others to meet those needs.*
- *that you share your professional expertise to the benefit of others in your school, community and profession.*
- *that your actions are guided by your overall vision of the purpose of teaching.*
- *that you actively refine and redefine your vision in light of the ever-changing context, new knowledge and understandings, and your experiences.*

Your portfolio might include: a copy of your professional growth plan, PD sessions you have attended, mentorship sessions, new teacher orientation, Beginning Teacher Conference, ideas you have implemented from a school-based PD day

