



Domain 4

Artifact List with Examples

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PROFESSIONALISM

- 4A- Communicating with Families
- 4B- Participating in a Professional Community
- 4C- Reflecting on Teaching
- 4D- Demonstrating Professionalism
- 4E- Growing and Developing Professionally
- 4F- Maintaining Accurate Records

EFFECTIVE

- Fully adheres to the district requirements for communicating with families
- Promotes a positive working/learning environment for students, colleagues, and community members
- Participates actively in school and district events and projects
- Maintains an efficient system for records and reports

HIGHLY EFFECTIVE

- Makes a substantial contribution in school and district events and projects
- Uses assessment data as a primary resource to inform the quality and effectiveness of instructional practices
- Actively pursues professional development opportunities
- Supports students to maintain personal instructional records

EXEMPLARY

- Establishes systems for record keeping that are used as a model for teachers
- Demonstrates and shares extensive knowledge of applicable laws, policies, regulations, and procedures
- Designs and leads professional development for the school

Resources 4A: COMMUNICATING WITH FAMILIES:

- Newsletters!
 - Include practical activities guardians and parents can do at home to support learning
 - Include research behind what you are doing in the classroom (answer the WHY for families)
 - Be sensitive to cultural and linguistic needs – do you need to print out your newsletter? Do you need to translate it?

4A: Resources Continued

- In person meetings
 - Maintain a log documenting each formal encounter with families
- Create a social media account for your course or grade level to extend your reach even further
 - Ensure it is updated regularly to keep families informed

4B PARTICIPATING IN A PROFESSIONAL COMMUNITY

- Lead a Professional Learning Community (PLC) or professional development session
- Network with teachers within your building and extend reach to surrounding schools/districts
- Arrange time to visit other classrooms both to model/teach and to learn/share
- If you have attended a PD specific to your content, arrange to train colleagues

4C REFLECTING ON TEACHING

- Include a “reflection” as part of your standard lesson plans (save a space for you to write about how your plans from the previous week went)
 - Include data/assessments in addition to your own findings
- Include reflection time in PLC meetings, document your findings
 - Create an instrument where you can narrow the team’s focus and be explicit about your next steps for your following meeting
- Teacher journals are always appropriate
 - Document daily/weekly challenges and successes

4D- DEMONSTRATING PROFESSIONALISM

- Treat others with professionalism at all times
- Lead PD or contribute to collaboration with other teachers to establish what professionalism looks like in your school – what actions do you consider unprofessional?
- Work with students to role play professional interactions and to establish behavioral expectations for both adults and students

4E- GROWING AND DEVELOPING PROFESSIONALLY

- Attend relevant PD
- Look for recent publications in your field to stay on top of current research
- Look to network with other professionals in your field/content area - what can you share? How can you learn from them?
- Observe a colleague for classroom management, grouping, or content strategies

4F- MAINTAINING ACCURATE RECORDS

- Keep your grading records current
- Send graded work home (ask for parent signatures so you know graded work is being communicated as needed)
- Document when and how you work with students on a regular basis (keep a conference sheet for each student or other record system)
- Maintain a data binder containing student academic and behavioral data
 - Current goals, modifications, and accommodations for students with IEPs
 - Intervention plans for students in SAT