The Professional Teaching and Learning Portfolio
Kaufman

Your portfolio reflects your philosophy of teaching and learning, your experiences as a teacher and learner, your specific skills, and your teaching and learning practices. It demonstrates a symbiotic relationship among all these aspects and showcases your ability to become a teacher leader. Each individual’s portfolio will be different in some ways: format it to highlight your personality and specific strengths—make it your own. As you develop it, consider how you will represent the following aspects of your educational life:

• Teaching philosophy and educational beliefs
• Understandings of learning theory
• Knowledge of subject matter
• Classroom management and organization approaches
• Knowledge and use of technology
• Assessment and evaluation approaches
• Meeting needs of diverse students
• Teaching English language learners
• Teacher leadership
• Collaboration
• Who you are as a teacher, learner, and person outside of school

POSSIBLE ARTIFACTS

• Introduction describing the focus (foci) of your portfolio
• Statement(s) of educational philosophy
• Transcripts
• Resume
• Certification
• Letters of recommendation
• Self-reflections on your own learning and teaching practices
• Notes from students that highlight aspects of your work
• Lesson plans that reflect your skills, knowledge, or learning
• Examples of assignments that reflect your skills and beliefs
• Examples of student work that represent their learning through your teaching
• Assessments and evaluations of student work, both formative and summative
• Examples of your own writing and learning
• Evidence of learning through IB/M program coursework and activities
• Artifacts representing personal interests that may inform teaching and learning
• Clinic/student teaching evaluations from supervisors and cooperating teachers
• Inquiry project abstract or summary
• Conference presentations
• Photos that represent specific aspects of your teaching and student learning
• Photos that represent your classroom design and organization
• Access to your blogs or other online writing
• Artifacts that represent your use of technology
• Video recordings of your teaching and learning
• Awards and honors that you have received
• Documentation of your personal accomplishments over the past three years
• Evidence of reflective and inquiry-based practice
• Achievement of the “standards” of your area of specialization
• Goals for further growth and plans for achieving them
• Evidence of yourself as a unique individual, whose specific talents can improve education
• Evidence of yourself as a teacher leader
• Evidence of failures that led to personal learning and subsequent success

SOME RULES ABOUT CREATING AND PRESENTING YOUR PORTFOLIO

• Write a short reflection for each artifact that you include in your portfolio, describing its importance in representing you as a teacher and learner. This will help you to remember key talking points.

• Organize your portfolio carefully, in a logical, thematic way that allows others to see the big picture of your work and also allows you to access individual artifacts easily.

• Don’t present your entire portfolio to an interviewer unsolicited.

• Present individual portfolio artifacts to the interviewer to illustrate aspects of your work when they come up during conversation.