

HUNTINGTON UNION FREE SCHOOL DISTRICT
Huntington, NY 11743

DIGITAL PORTFOLIO REVIEW

for

PROBATIONARY TEACHERS & INITIAL/TRANSITIONAL CERTIFICATE HOLDERS

The digital portfolio is to be submitted to the teacher's direct supervisor on disc or flash drive by April 1st each school year until Tenure is received and/or the Professional certification is attained. The teacher is responsible to keep a copy of the digital portfolio in the event the submitted copy becomes damaged or lost. All previous and current digital portfolios should be saved on the same disc or flash drive each year of submittal. A minimum of two (2) items from each category must be included in the digital portfolio.

Category 1 – Professional Performance

- *Collecting and using data to plan instruction
- Sample lesson plan
- Sample unit plan
- Center activity (primary/elementary)
- Student assessment instruments
- Student projects

Category 2 – Student Relationship

- Letters to parents or students
- Newsletter
- Course requirement sheet (secondary)
- Efforts to involve parents in instructional process
- Teacher generated interims (secondary)

Category 3 – Professional Growth

- *All Classroom Observations, Annual Professional Performance Reviews, and Mentoring Logs
- Observation with attached reflection of how suggestions were addressed or how feedback was used in future lessons
- Peer Reviewed Lesson
- Conferences/Workshop Attendance
- Association affiliation/participation
- Professional literature reading list with reflection on two (2) pieces

Category 4 – Professional Attributes

- Committee participation (building based or district)
- Resume of interscholastic, extra-curricular, co-curricular, and/or supervisory participation
- Collaboration effort with colleague(s) for curriculum development, unit implementation or completion of project with colleague(s)

*** Required Item – must be included in the minimum of two per category.**