

Artifact Examples - Iowa Teaching Standard #8

“Fulfills professional responsibilities established by the school district.”

- a. attending in-service / staff development
copy of district expectations with reflection statement from administrator
PDT documentation, purchase orders, sign-up for room use
Log arrival / departure, sick days, personal day
taking tickets (picture) faculty and misc. agendas, reporting to the board,
punctual, handing in lesson plans
evaluations, observations
certificates, child abuse certificate, steps on salary schedule, PDT logs
teaching license
schedule of day
good attendance, data collected for district and building goals
faculty meetings, professional calendars, minutes, agendas
administrative evaluation needed
reference letter from administrator, board policy with highlighted applicable
areas, conference attendance form
abide by faculty handbook, perform assigned duties
adheres to board policies, district procedures and contractual obligations
budget worksheets and purchase orders
sign leave forms, year-end check sheets, display district goals/mission statement
standards and benchmarks
- b. evaluation, teaching license
statement from colleague
mandatory child abuse training
team meeting notes, appropriate dress
teaching certificate
OSHAA
team agenda, language arts agenda, history day
PDT's, board salutes, team meetings, committee meetings
submits lesson plans, keeps accurate records, maintains current teaching
certificate
background check
write a statement of how we demonstrate professional and ethical conduct, collect
comments from other staff, parents, etc.
accepts responsibility of actions, character promoted, use of internet for
professional purposes, PAWS, character pillars
demonstrate professional and ethical conduct as defined by state law and district
policy, chaperone dance
serves on committee
appropriate endorsements / certificates, keep secure file for sensitive info, follow
privacy laws
- c. attending in-service / staff development, smart goal, workshops, continuing
education, classes
PDT, lessons that teach to ITED/ICAM goals
committees (BLT, DLT, SIT, PDT), expectation sheets

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- corrective reading meetings
 - bubble tests (help with ITBS skills) test-taking strategies
 - work toward district reading goals
 - programs, events
 - collect data for district and building goals, participate in school and district projects
 - transcripts, communication with school board
 - parent communication about progress towards goals
 - lesson plans
 - data collected towards goals
 - individual documentation on goals and classroom activities
 - track fund pledge, volunteer service time, IBB membership
 - memos and paper work from school wide events, emails, curriculum that addresses goals
 - modeling expectations
 - CRISS strategies, graphing
- d.
- expectation sheets
 - evaluation, colleague statement
 - IEP's, contact with regular education teachers
 - differentiating lesson plans
 - faculty meetings, conferences
 - modified tests, emails or notes of appreciation from kids/staff
 - accommodations
 - character pillar activities, classroom rules
 - challenge students to use higher order thinking skills
 - referrals, reflections, conference comment sheets
 - anecdotal records of modifications, study hall, character programs, behavior management systems, skill grouping
 - lesson plan changes or adaptations
 - keep communication from parents, staff, and students
 - progression levels, tolerance of others, heterogeneous student grouping, serving all students
 - demonstrate an understanding of and respect for all teachers and staff, references and testimonials
 - demonstrate various teaching techniques
 - lesson plan adaptations for multicultural students, referrals to agencies,
 - intervention meetings, small group discussions with students about perceptions of self and others
 - treat others equally, don't discriminate
- e.
- case management, family night open house, welcome back to school days, A-team, G.T. meetings, P/T conferences, letters, phone calls, media interdisciplinary activities
 - IEP's, annual reviews, mid-terms, articles in newsletter

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conference sheets/schedules, letters with summer suggestions for parents and students

parent volunteers, community clean up, DARE, Camp Dodge, Springbrook, Pioneer Day, Care Center, Special Olympics

student-led conferences, expectations

community speakers, site visits, emails, phone calls, involves families in educational decisions as possible

letters to/from parents, colleagues

assignment notebooks, conference materials completed by students, self-evaluation

big buddy/little buddy, foster grandparent program, homework sheet, mentors, conservation programs, character committee, business buddies, cross grade activities, grade level meetings, Friday folders

report cards, reading logs

keep a copy of your classroom format for get acquainted night, coffee's and round-up presentation, weekly newsletters, quarterly reports, document

collaboration with students' families, star of the week activities, Rotary reading thank-you awards, utilization of community recreation facilities, staffing attendance

performances in the community

take-home family forms, lost book letter, research forms when collaborate with teachers, collaborate with public library, interlibrary loan forms