



## Documentation Log Cover Sheet

### Instructional Resource Professional

Teacher Name \_\_\_\_\_ School \_\_\_\_\_

Program \_\_\_\_\_ Year in Evaluation Cycle \_\_\_\_\_

Include a minimum of one and no more than three artifacts for each standard.

Standards	Examples of Evidence	Evidence Included
1. Professional Knowledge	May include: <ul style="list-style-type: none"> <li>• Transcripts of coursework</li> <li>• Professional Development certificates</li> <li>• Annotated list of instructional activities</li> <li>• Lesson/intervention plan</li> <li>• Journals/notes that represent reflective thinking and professional growth</li> <li>• Samples of innovative approaches developed by instructional resource professional</li> <li>• Behavior plans</li> </ul>	
2 Program Planning and Management	May include: <ul style="list-style-type: none"> <li>• Differentiation in lesson planning and practice</li> <li>• Analysis of data</li> <li>• Data driven curriculum revision work</li> </ul> Examples: <ul style="list-style-type: none"> <li>- Sample lesson, unit or treatment plan</li> <li>- Course syllabus</li> <li>- Intervention plan</li> <li>- Substitute lesson plan</li> <li>- Annotated learning objectives</li> <li>- Schedule</li> <li>- Planning and pacing guides</li> </ul> <ul style="list-style-type: none"> <li>• Data from the circulation system for planning for program management</li> </ul>	

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(Continued)

Standards	Examples of Evidence	Evidence Included
3. Program Delivery	<p>May include:</p> <ul style="list-style-type: none"> <li>• Instructional resource professional-specific resources based on the needs of the community</li> </ul> <p><i>Curriculum resource teacher:</i></p> <ul style="list-style-type: none"> <li>- Schedule of meeting with teachers</li> <li>- Summer programs</li> <li>- Meeting notes</li> <li>- Records of materials sent to school</li> </ul> <p><i>Counselors:</i></p> <ul style="list-style-type: none"> <li>- Connection to colleges/employers</li> </ul>	
4. Assessment	<p>May include:</p> <ul style="list-style-type: none"> <li>• Evidence of baseline and periodic assessments and analysis</li> <li>• Progress reports</li> <li>• Graphs or tables of learner/client results</li> <li>• Summary of assessment procedures</li> <li>• Notifications made on a modified intervention and/or program based on feedback</li> <li>• Records within electronic curriculum mapping tool</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Brief report describing your record keeping system and how it is used to monitor learner/client progress</li> <li>- Copy of scoring rubrics</li> <li>- Photographs or photocopies of learner/client work with written comments</li> <li>- Samples of educational reports, progress reports or letters prepared for parents or learners/clients</li> <li>- Copy of disaggregated analysis of learner/client achievement scores on standardized test</li> </ul> <ul style="list-style-type: none"> <li>• Copy of learner/client journals of self-reflection and self-monitoring</li> </ul>	



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(Continued)

Standards	Examples of Evidence	Evidence Included
5. Communication and Collaboration	May include: <ul style="list-style-type: none"> <li>• Examples of collaborative work with peers</li> <li>• Other evidence of communication with learners/clients, families, colleagues and community</li> </ul>	
6. Professionalism	May include: <ul style="list-style-type: none"> <li>• Record of professional development taken or given</li> <li>• Client survey summary information</li> <li>• Record of participation in extracurricular activities and events</li> <li>• Record of professional development taken or given</li> <li>• Examples of collaborative work with peers</li> <li>• Evidence of communication with learners/clients, families, colleagues and community Examples: Copy of newsletter or other parent information documents</li> <li>• Sample copy of interim reports</li> <li>• List of committees served on</li> </ul>	
7. Learner/Client or Program Progress	Goal Setting for Learner/Client or Program Progress Document – Reviewed and analyzed at mid- and end of year. Strategies revised at mid-year.	

**Midyear**

Teacher Printed Name \_\_\_\_\_

Administrator/Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator/Evaluator Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**End of Year**

Administrator/Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_