

Contact our Help Desk: evalquestions@doe.vi

CHOICE COMPONENTS

Teachers will select two Choice Components from Domains 1 and 4 to complete their portfolio. Teachers may select both of their Choice Components from a single domain or they may select one component from each domain.

PRESENTING THE PORTFOLIO

Near the end of the year, teachers present their portfolios to their administrators during the Portfolio Review meeting. Presenting the portfolio provides an opportunity to explain artifacts, and the administrator can ask questions. After presenting the School Wide and Choice Components, the teacher and principal will review and discuss the teachers' TPGP. The presentation should be informal and conversational, and the administrator should take notes and score using the Teacher Portfolio Scoring Form.

SCORING THE TEACHER PORTFOLIO

Principals score the Teacher Portfolio using the Teacher Portfolio Scoring Form in **TalentEd**, VIDE's human resources performance management system. The *Framework for Teachers Evaluation Instrument* by Charlotte Danielson is used to score the School Wide, and Choice Components. The TPGP is scored using the TPGP Scoring Rubric which is part of the Teacher Portfolio Scoring Form. The proficiency levels are Unsatisfactory, Basic, Proficient, and Distinguished. Each component is scored separately, using the rubric descriptions to determine level of proficiency. The scores are then added together and divided by 4, resulting in the teacher's final portfolio score.

FREQUENTLY ASKED QUESTIONS

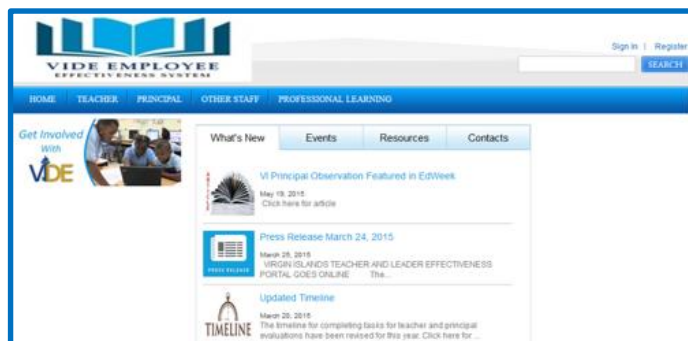
How do I begin developing my portfolio? A PowerPoint template is available that provides guidance and examples of the types of artifacts

teachers might include. Teachers should begin "harvesting" artifacts early in the school year and throughout the year, focusing on collecting artifacts that will demonstrate that they meet the Proficient or Distinguished levels in the Danielson Framework for Teaching for each of their components.

Can a single artifact be used for more than one component? Yes, artifacts may provide evidence of competency on multiple components. Teachers should label artifacts with the component the artifact addresses.

May I work collaboratively with other teachers? Yes, a content or grade level team or PLC can choose the same components. While artifacts are generally unique to each teacher, multiple teachers can be working on the same component and collaboration is encouraged.

Where can we find more information on the teacher evaluation process? The VIDE provides a one stop shop for all information and resources related to the teacher evaluation process through the VIDE EES web portal at <http://tle.vide.vi>.



1. URL: Go to <http://tle.vide.vi>
2. Click the **Teacher Tab**
3. Log in with vide email and password
4. Click the **Teacher Tab** again

In addition, the VIDE Division of Human Resources can be contacted at evalquestions@doe.vi.