

[Policy Home](#)

[Section G Index](#)  
[GE](#)

## **Portfolio Construction**

Teachers are encouraged to establish and maintain a portfolio containing relevant information to their work. Teachers as professional are expected to keep ongoing documentation of their work.

The documentation is personally designed and constructed.

The portfolio might include: written feedback from students, outstanding achievements of individual students, successes with students at risk, correspondence with parents, correspondence with administrators and colleagues, evidence of professional growth activities such as workshops, special courses, seminars, certification and documents received, extra-curricular activities, etc.

The professional's statement of a personal philosophy of education and curriculum vitae would also be worthy portfolio entries.

The portfolio is the personal record of the individual professional and should reflect his/her individuality. The portfolio defines his/her goals, interprets what is seen to be important in teaching. The highly personal nature of the portfolio precludes any definition of what constitutes a portfolio; there are no hard and fast rules about the elements of a portfolio. However, the portfolio should be a reflection of the teacher's teaching philosophy and practices.

## **Addendum A**

### **Some Questions and Answers**

*Will a copy of the growth plan be placed in the teacher's personnel file at the Board Office?*

Yes, a copy of the growth plan will be placed in the teacher's personnel file at the Board Office, so as to have documentation of professional commitment.

*When may a teacher request a performance appraisal?*

A teacher may request a performance appraisal at any time.

*How many goals should be included in the growth plan?*

A growth plan may include as many goals as can be comfortably managed.

It is important that the professional growth plan has a focus that is clear and challenging.

*Does a teacher teaching in two or more schools require two or more growth plans?*

No, the principals involved will agree on track placement; the teacher will decide where to carry out the growth plan.