Teacher Portfolio Workshop

Katie Plummer ‘13
Erin Kregar ‘12
Why Portfolios?

♦ To showcase all your hard work!
♦ To make interviewing and application process easier
  ♦ Good to reference in job interview
  ♦ Easy to stick a tri-fold with an application
How I Got Started - Katie

♦ “Resume and Such” Drawer
  ♦ Collected letters of recommendation, pictures, awards, certificates, etc.

♦ Created folder on computer
  ♦ Field pictures

♦ Organized drawer & folder
  ♦ Pulled highlights (good pictures, awards)
    ♦ Anything that helped show the characteristics I posses as a teacher

♦ EDUCATION CAREER SERVICE WEBSITE!
  ♦ Examples
  ♦ Mrs. Snyder
How I Got Started - Erin

♦ Begin with a broad list of your experiences, list of potential references, lesson plans, etc.
  ♦ Use your resume as a starting guide
  ♦ Think of your BEST lessons/projects

♦ Begin with what you have, you can always add later
Types

♦ Electronic Portfolio
  ♦ Used Education Career Website for example
  ♦ Be sure to have a user guide
    ♦ Not all adults are tech-savvy

♦ Trifold
  ♦ Quick & easy way to show case information
  ♦ Easy to differentiate materials
Types

♦ Binder
  ♦ This is your base to pull from

♦ Streamlined
  ♦ Great to use for an interview
  ♦ Can make multiple copies & leave with interviewers
  ♦ Include only your MOST important documents

♦ Tri-fold
  ♦ Great for job fairs or sending with your resume
What to Include

- Certifications!!
  - Make these easy to find

- Pictures
  - Take pictures in different outfits, using different manipulatives, etc.

- Awards

- Qualities you posses/ideal teacher qualities

- Management strategies

- Lesson Examples
What to Include

♦ Binder
  ♦ Title page & table of contents
  ♦ Use dividers that work for you
  ♦ Teaching Credentials
    ♦ Certifications, resume, letters of recommendation, Praxis scores, official transcript, clearances, honors, etc.
What to Include

♦ Binder - Classroom Experience
  ♦ Select your best lessons, unit plans, projects, etc
  ♦ Try to pick a variety (age groups, skills, disciplines) of lessons to showcase. You want to show that you are capable of teaching all that is encompassed in your certification.
  ♦ Pick lessons that highlight the “big education terms” today. Use a lesson that highlights technology or cooperative learning groups
  ♦ You may also highlight non-traditional education experiences (if they are relevant)
  ♦ Include your philosophy, classroom management plan, student samples
What to Include

♦ Binder – Professional Development
  ♦ List of organizations that I belong to
  ♦ Conference presentation

♦ Streamlined/ “Take” Portfolio
  ♦ Title page with your contact info
  ♦ Your credentials – cover letter, resume, certification, Praxis scores, transcript, etc.
  ♦ Include 1-2 BEST OF THE BEST lessons
Portfolios in the Job Search

- Sent tri-folds to different employers
  - Light, easy to mail
  - Works for teaching jobs & summer camp jobs

- My PLAN is..
  - Use tri-folds as something to pass out to all interviewers
  - Reference electronic portfolio to help answer an interview question
  - Send electronic portfolio (CDs)
Portfolios in the Job Search

♦ Know your binder!

♦ As you practice interviewing, think of ways to show off your portfolio. If you are asked about incorporating technology, show a lesson in your portfolio as an example.

♦ Keep multiple copies of important documents in each sleeve so you can give out copies.

♦ Tri-folds are a great third dimension to brighten up a resume and give principals a visual of you teaching
Additional Job Search Tips

♦ Interview with Mini-Lesson
  ♦ Hand out folders to each “student” with your cover letter, resume, outline of lesson, and supplies they may need
  ♦ Prepare an outline of the previous lesson and the lesson for the following day
  ♦ Add how you would finish the lesson for a regular class period
  ♦ Be prepared to explain what went well
  ♦ Your “students” will probably be older than you
Additional Job Search Tips

♦ Practice interviewing & write down responses. Take time to think through how you have practiced certain educational theories in the classroom.

♦ As you interview, reflect and edit your responses.

♦ RESEARCH THE SCHOOL!

♦ If you don’t know something, just be honest.

♦ Be prepared to talk about anything listed on your resume.