



**Professional Teaching Portfolio Guidelines  
Schenectady City School District  
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Supervisor of Professional Development**

**Organization**

(These are not necessarily in the order they may appear or **if all will be a part of your portfolio**)

- **Table of Contents**
- **Resume (optional)**
- **Teaching Certificate**
- **Current teaching position, location, dates of employment**
- **Sample lesson plans/units**
- **Classroom Management Plan**
- **Parent communication (newsletters, behavior plans)**
- **Professional Development/Conferences**
- **Skills**
- **Awards**
- **Memberships**
- **Student Work Samples**
- **Positive letters/evaluations**
- **After school activities/coaching**
- **Charlotte Danielson's 4 Domains**
  1. **Domain 1: Planning and Preparation**
  2. **Domain 2: The Classroom Environment**
  3. **Domain 3: Instruction**
  4. **Domain 4: Professional Responsibilities**

**Include any other pieces of information that you feel document your teaching and experience.**

**Materials**

- **Large three ring binder**
- **Plastic sheet covers for protection**
- **Section dividers**