



COMPILING YOUR EVIDENCE TOOLKIT



When gathering evidence or artifacts reflect upon the following points first

- Focus on collecting evidence that has already been generated by teaching rather than creating artifacts just for the evaluation purposes. Ask “What am I already doing?”
- Refer to the Danielson Framework or the Illinois Teaching Standards for guidance and ideas.
- Have an awareness of what your building principal is focusing on.
- Ask yourself “What am I trying to show with this evidence or artifact?” Then consider what artifact you have generated that demonstrates what you are trying to show.

These are some IDEAS about what might be useful in a Toolkit or Portfolio of evidence for an evaluation—it is NOT comprehensive and is meant only to provide some suggestions. We hope it generates other thoughts about what might make good evidence.

1. Teacher reflection of the lesson
2. Notes/journal of “audibles” in lesson delivery
3. Notes to parents
4. Phone logs
5. Printed emails with date and time
6. Ask colleagues and parents to put compliments in writing—suggest an email or written note
7. Keep all records/information
8. Document discussions/outcomes of team planning time
9. Checklist of common activities
10. Copy of final decisions/plans
11. Standardized forms for planning conference and summative conference or any other teacher/evaluator activity
12. Rationale for classroom seating , organization and behavior management
13. Drafts of lesson plans when changes are made
14. Informal methods of planning: to do lists, calendars...