

Guidance Counselor Technology Portfolio Guidelines RCSD1

Purpose

1. Document mastery of the RCSD1 technology competencies as required by District Strategic Plan 5.6 and the SDE Teacher Technology Proficiency Proviso.
2. Show growth in the use of the technology competencies over time.
3. Provide a reflection of your teaching practice.

General Guidelines

1. Keep your documentation of the technology competencies in a **three-ring binder**.
2. **Put your name, your position, and your school's name on the front cover** of your three-ring binder. (i.e., Sandra Jones, Guidance Counselor, Richland Elementary School)
3. The beige Checklist for 2001-2002 should remain in your binder along with the new Checklist for 2002-2005. **Put the new one in front of the older one.**
4. **Write the competency number(s)** on the upper right-hand corner of each piece of documentation along with the **school year** in which the documentation was added to the portfolio.

<i>PG1, PG2, PG3,</i>
<i>2002-2003</i>
5. **Put documents in order** by competency number behind the appropriate tabbed sheet.
6. The same competencies in the Progressive, Proficient, and Exemplary levels may be documented during more than one year, however, **new samples must be included each year** showing some progress and growth since the submission of the previous year's samples.
7. Put documents from the **current school year in front** of those from last year.
8. When using one document as an entry for more than one competency, **highlight or mark those parts of the entry that meet the particular competencies** listed at the top of the document.
9. Your best work for each competency should be kept in the portfolio. **Do not include multiple samples** of the same competency in the same year.

Evaluation Guidelines

1. All guidance counselors are expected to complete the Entry level in their first year in RCSD1.
2. After completing the Entry level, teachers are expected to **document at least four competencies a year** in the Progressive, Proficient, or Exemplary levels.
3. Not all counselors will document the competencies in the Exemplary level.
4. Guidance counselors are expected by the SDE to be working at the Proficient level by the time their certificate next expires, beginning with those that expire in June, 2005.
5. As you add documentation to your portfolio, check off those items on the Checklist as complete. The **evaluator will initial** the checked items if they are satisfactory.
6. The evaluator will indicate on Post-it notes where weaknesses are and what needs to be done to document the indicated competency or competencies satisfactorily.
7. A few individuals will be identified at each school and will be trained to evaluate portfolios. These people will also enter portfolio data into the online portfolio log for those teachers who are being formally evaluated on ADEPT, whose certificates are expiring, or who are beginning a GBE cycle. Access to the online portfolio log will be restricted to these individuals to ensure accuracy of the data. All other counselors will self-evaluate their portfolios and will enter this data on a separate online log.