

Domain 4: Professional Responsibilities



The CCEA Executive Board and Representative Assembly brainstormed ways to demonstrate your competency in Domain. We encourage you to identify artifacts that can support your professional responsibilities and take those to your evaluation meeting. You may need to explain or highlight what you do as a professional to your administrator or supervisor. Don't be shy, feel free to brag!

This is not an exhaustive list but guidance as you go into your evaluations.

4a. Reflecting on Teaching.

- IST Meeting, observation reflection, SLO progress monitoring/data analysis, Update lesson plans, differentiation, seek professional feedback/ observe colleague, 2nd Chance instruction, Educator Evaluation Portfolio (EEP), evaluate student progress, NBCT-Mentor, co-teaching, collaborative planning, visit other schools, IPD conference, WIG

4b. Maintaining Accurate Records.

- WIG, Performance Matters, SLO's (all subjects), Grades (time and accuracy), student/teacher attendance records, create rubrics, SpEd accommodations (checklist), detail parent contacts, grade print outs, planning notes, IEP/504 data, Assessment data, 2nd Chance Learning data, SMART goals, running records, PBIS, behavior chart, anecdotal records, OneNote data pages

4c. Communicating with Families.

- Weekly emails, team updates, newsletters, calendar of upcoming events, phone calls, maintain Schoology (artifacts)/groups, 504/IEP meetings, promote +/-, behavior reports, parent-teacher conferences, counselors/admin for sensitive discussions, Partners for Success flyers, positive notes home, class dojo, data binders, school to home folders, students of the week/month, success nights, PBIS

4d. Participating in a Professional Community.

- PLC, IPD, NBCT Cohort, Grad School classes, MSEA/NEA conferences, Professional presentations, Kid Talk, book study, outside training, partner planning, joint SLO, Nearpad, collaborative planning, department/subject area meetings, Academies, professional collaboration, CCEA/MSEA/NEA, membership in professional organization, coordinate with SpEd, SIT, school committees

4e. Growing and Developing Professionally.

- PLC, Grad classes, NBCT, mentoring intern/student teacher/new teacher, inclusion, coordinators tutoring, AP conferences/grading, MCAP, Performance Matters, grading, PD (technology, Schoology, supervisor, etc.), join cohort, MSEA/NEA conventions & training, collaboration (across schools, grades, subject, resources), become a school leader, read professional journals/articles, CPD credits

4f. Showing Professionalism.

- Dress for Success, fulfill expectation, Out of Office autoreply, attend school/community events, Read Across Maryland volunteer, email etiquette, respond promptly to emails/phone calls, take courses, NBCT, collaborate with peers, school spirit, newsletters, be punctual, try new techniques/ideas from other countries/online (EX: Building Thinking Classrooms from Canada)