While there is no required format for a Teacher Portfolio there are some general guidelines you may want to follow.

PURPOSE
Showcase your accomplishments
Target your strengths at a district’s/school’s needs
Provide prospective employers with evidence of your ability to present information in a clear and creative manner

WHAT TO INCLUDE tip—be selective

- Table of Contents
- Resume
- Philosophy of Education
- Lesson Plans—These should be unique & effective examples. Select 3 for each district reflecting needs you have researched
- Photos of Class—Explain photographs with brief captions
- Materials from Lessons You Have Taught—Include teacher-made materials (manipulatives, rubrics, games, worksheets) or samples of student work
- Student Evaluations
- Reflections, Inspirational Quotations or Poetry
- Evaluation Forms Completed by Student Teacher Supervisors (Master Teachers)
- List of References
- Letters of Recommendation
- Official Documents—Transcripts, Teacher Certificates, CSET & other certification test scores

HOW TO ORGANIZE IT ALL

THEMATIC—Must relate to needs of school & your strengths
CATEGORICAL—One section for each heading

GENERAL TIPS

- Refer to your portfolio when answering questions in an interview—allows you to show examples
- Your portfolio must be well-organized, neat and visually appealing
- The portfolio may be contained in a 3-ring binder or a portfolio case

The tips above were compiled from Robert Feirsen and Seth Wietzman’s How to Get the Teaching Job You Want (2001). This book—and more information for the teaching candidate can be found in the Career Resource Center, bldg. 124, rm. 117.