

Erie County Technical School
Professional Development Assessment
Alternative to Professional Portfolio

The administrative staff developed the **Alternative to Professional Portfolio (APP)** with three intentions in mind. First, *eliminate the demands* on our professional staff members to compile a professional portfolio. Second, to *improve the operational efficiency* of campus administrative procedures. And, thirdly, to *expand the influence of professional staff* members, both internally and externally.

There are three components to the APP. **Submittals**, or documents required by the administration to be turned in in a timely manner. Examples include VISA statements, OAC minutes, and quarterly grades. **Participation** is the personal involvement in required meetings. Examples of those include bi-weekly debriefings, curriculum audits, and mandated training. The final component is **Community Involvement**. The involvement can include both internal and external entities. Examples include interview committees, SkillsUSA contest chair, or coordinating a community service activity like a blood drive.

A log of APP requirements will be maintained on the electronic bulletin board to continuously monitor staff members' progress. Submittals and participation are 'all required' components. A late submittal or a missed meeting means the faculty member will be required to submit a portfolio. Participation and community involvement have choices for faculty members to select to fulfill their obligation. Faculty members are welcomed to exclude themselves altogether from the APP and simply submit a professional portfolio. Successfully achieving the APP will result in a Distinguished rating in the Teacher Specific Rating, Professional Portfolio measure.

Submittals		Participation	Community Involvement	
<i>All Required</i>		<i>All Required</i>	<i>One from this section = Proficient One or more from both sections = Distinguished</i>	
	<u>Due</u>		<u>Internal Involvement</u>	<u>External Involvement</u>
Substitute binder	9/30	Bi-weekly Debriefings	Interview Committee,	Coordinate an activity:
Budget Request	10/1	Schedule Formal Observation	Mentor, Safety Committee,	Safe Net, Blood Bank,
Student Learning Objective	10/15	Curriculum Audit	Graduation Committee, D-10	Make-A-Wish, Food Bank,
OAC Minutes	10/30	P.I. Online Safety Training	SkillsUSA Contest Chair, ISO	Arts & Industry, Holiday
OAC Letters	Varies	IEP Review	Auditor, Scholarship	Baskets, Mill Village,
Safety Data Sheet	1/30		Committee, Technical	March of Dimes, ROVA,
NOCTI Proctors	3/1		Assistance Program, Other Ad	Other OAC, NOCTI Pilot
NOCTI Calibration	4/1		Hoc Committee, Fire Marshall	Test or SME, Regional,
VISA Statement	Monthly			State, National Officer.
Quarterly Grades	Quarterly			