


RRISE Program Documentation Guidelines for Teachers










2013-2014

- All documentation must be placed on the campus shared drive in the RRISE Program folder.
- Appraisal by Collaboration portfolio should be organized electronically as shown below.
- **All teachers** will be required to fill out their **own** Career Leadership Log and gather their own individual supporting documentation.
- **All teachers** are required to provide their **own** evidence of twenty collaborative meetings with fellow teachers, and for at least twelve of these meetings include evidence of the discussion and proposed implementation of state-assessed subject areas (math, science, reading, social studies, and writing) in the meeting notes.
- Documentation for each of the twenty Teacher Collaborative Meetings must contain at least two pieces of information for each meeting: 1) Meeting Notes 2) Meeting sign-in sheet with signatures and date.
- See definition of meeting notes and requirements for sign-in sheets in the RRISE Compensation Guidelines. Samples of meeting notes are posted on the RRISE website.


Shared Drive Format

Secondary Campus Shared Drive

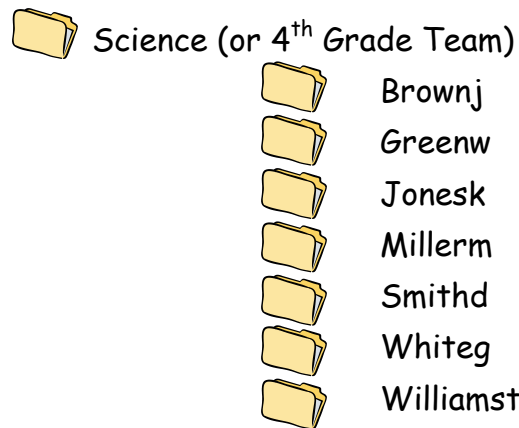
 RRISE Program 2013-2014

 CTE
 ELA
 FINE ARTS
 LOTE
 MATH
 PE/HEALTH/ATHLETICS
 SCIENCE
 SOCIAL STUDIES
 SPED

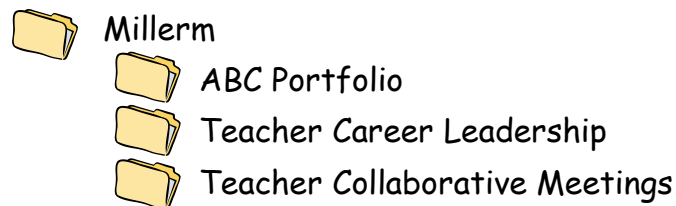
Elementary Campus Shared Drive

 RRISE Program 2013-2014

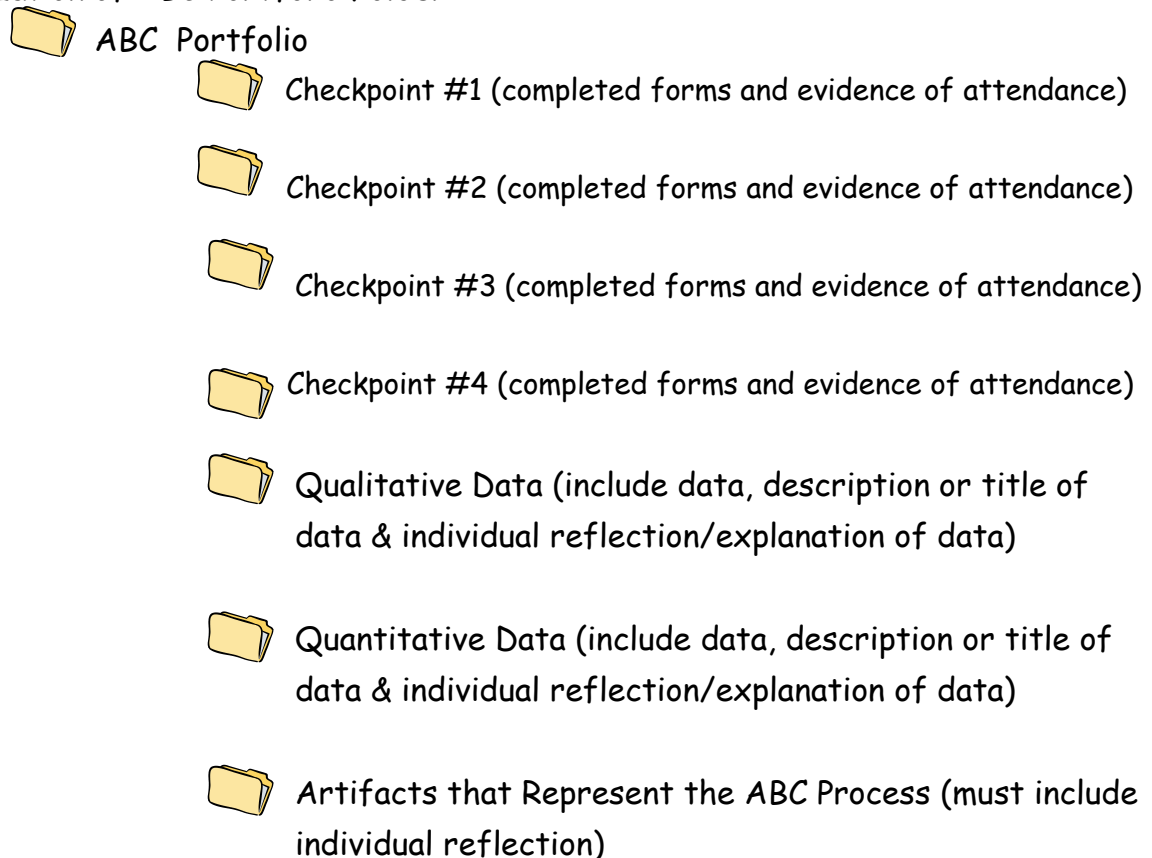
 1st grade team
 2nd grade team
 3rd grade team
 4th grade team
 5th grade team
 Kinder team
 PreK team
 Specials
 Special Education



Individual Teacher Folder Set-up





Organization of ABC Portfolio Folder:





Organization of Teacher Career Leadership Folder:


 Teacher Career Leadership

 Eight individual meeting folders named by date to document eight meetings. Dates must match the Teacher Career Leadership Log and the folder must contain meeting notes and dated sign-in sheet for each meeting. If the eight meetings are from the sponsorship of a student organization, a dated student sign-in sheet is evidence.

 2013.11.16


 2013.12.09

 2014.01.06

 2014.05.10

Teacher Career Leadership Log (signed)


or

 One folder that documents the dates and times of twenty-four additional tutorial hours. Documentation must include dated student sign-in sheets and lesson focus for each tutoring session.


Teacher Career Leadership Log (signed)


Organization of Teacher Collaborative Meetings


 Teacher Collaborative Meetings

 Twenty individual meeting Folders- named by date to document twenty collaborative meetings.

 2013.11.16 **state assessed subject area**

 2013.12.09

 2014.01.06 **state assessed subject area**

 2014.05.10

Cont.....

- In each dated folder, there should be at least two pieces of documentation: 1) Meeting Notes 2) Meeting sign-in sheet with signatures and date. Twelve of these meetings must include evidence of the discussion and proposed implementation of state-assessed subject areas (math, science, reading, social studies, and writing) in the meeting notes. The folders for these twelve meetings should be clearly marked, as in the example above.