

Professional Development Binder Rubric
SAU 56
Somersworth School District

	Partially Meets Requirements	Fully Meets Requirements
Organization of Binder	<p>Missing or Incomplete: *</p> <p>Section I</p> <ul style="list-style-type: none"> -out of chronological order -missing some evidence <p>Section II</p> <ul style="list-style-type: none"> -not updated or incomplete <p>Section III</p> <ul style="list-style-type: none"> -not updated or complete -not found as last page 	<ul style="list-style-type: none"> -Three-Year Professional Development Binder Reflection – Appendix G -Copy of Educator Credential from NH Department of Education (optional) <p>Section I includes:</p> <ul style="list-style-type: none"> -Individual Professional Growth Plan sheet(s) – Appendix B -Written self-reflections for each activity listed under learning plan filed in chronological order – Appendix C -Supplemental evidence or documentation filed after respective self-reflections <p>Section II includes:</p> <ul style="list-style-type: none"> -Individual Additional Activities Log – Appendix D -Required documentation <p>Section III includes:</p> <ul style="list-style-type: none"> -Individual Portfolio Review Log
Individual Professional Growth Plan Sheet(s) Section I	<p>Missing or Incomplete: *</p> <ul style="list-style-type: none"> -self reflections contain insufficient details/examples -some self-reflections missing -some parts of learning plan not updated or completed 	<p>Completed:</p> <ul style="list-style-type: none"> -Individual Professional Growth Plan (for each goal) with signatures and updated with each goal completed -Completed self-reflections for each activity -Self-reflections contain sufficient details/examples -Supplemental information is optional
Additional Activities Log Section II	<p>Missing or Incomplete: *</p> <ul style="list-style-type: none"> -personal information -some parts of log not updated or completed -documentation or evidence missing for some activities 	<p>Completed:</p> <ul style="list-style-type: none"> -Personal information -Updated Additional Activities Log -Documentation or evidence for each activity (e.g., certificates, artifacts, notes, meeting minutes, etc.)
BLC Review Log Section III	<p>Missing or Incomplete: *</p> <ul style="list-style-type: none"> -personal information -comment sections 	<p>Completed:</p> <ul style="list-style-type: none"> -Personal information -Comment sections

***While it is the building administrators' responsibility to develop a timeline during which these missing or incomplete areas shall be ameliorated and to follow up with staff to ensure compliance; it is the staff member's responsibility to make sure these areas of concern are rectified within this allocated timeline.**

Please clearly tab/label to identify sections I-III.

Please clearly tab/label to identify goals (if more than one goal).

Please tab/label to separate each year of professional development, or use a separate binder for each year.