APP Danielson Rubric Checklist
Port Chester Teachers Association

As NYSED continues to develop the new teacher evaluation system, the Port Chester Teachers Association would like our members to be pro-active. Each member needs to create a system for collecting and storing data, which provides evidence to support the Danielson APPR Rubric (and NYS Teacher Standards), student growth, and teacher growth. We are not suggesting that you maintain a portfolio; we are suggesting that you identify the most effective way to maintain records that provides evidence and supports student growth. The APPR now affects all teachers.

Suggested Collections to Support the Component: 60% Teacher Practice

1. Attendance for Student verification (handwritten and e-schools printouts)
   - Students’ daily attendance
   - Lateness, cuts, early dismissal
   - Other: nurse, music lessons, office visit (make sure to make notations on ESP where possible)
   - Maintain a record of your absences and reasons (staff development, sick day, personal day, maternity leave, etc.)

2. Observations
   - Formal Observations
   - Informal Observations
   - Create a symbol to place in your plan book to remind you of the walk in. If possible, record time, period of lesson and length of stay

3. Student Work Samples
   - Benchmarks for skill and/or knowledge assessments (fall, winter, spring or pre and post)
   - Work samples with teacher feedback to student and student to student feedback (peer evaluations)

4. Grade Calculations
   - measurement, weighting, average score

5. Homework Completion
   - If this is part of a grade, keep track of homework postings, communications with students/parents

6. Extra Help
   - Dates/times of extra help and when offered
   - Attendance
   - Topics Reviewed

7. Communication
   - Parents (emails, written notes, meeting notes)
   - Students (emails, written notes, meeting notes)
   - Administration (emails, written notes, meeting notes)
8. **Lesson Plans**
   - Plan Book
   - Assessments (rigorous and comparable)
   - Schedule
   - Student Roster (note classifications; ELL, etc.)

9. **Professional Development**
   - Running list of professional development
   - Faculty Meetings
   - Department/Team meetings relevant to teaching standards
   - Graduate/ In-Service Credit
   - Participation in Professional Organizations- (ASCD, National Council for the Social Studies, Science Educators Blogs, etc.)
   - Participation in school and districts projects

10. **Professional Goals**
    - Goal should reflect District, Department or Team Goals
    - Goal should be attainable and measurable (student assessment to measure learning)