Hi \_\_\_\_\_\_\_\_\_,

I’m excited to be working with you as your evaluator this year. I’m looking forward to hearing what you’re working on, so I can be on the lookout for it as we visit with each other and as I visit your classroom.

Because teaching is as much an art as a science, and because it’s impossible to capture all that goes into teaching in walk-throughs and formal evaluation, I’d like to offer you the opportunity to share other items with me that you think may help me get a clearer, more accurate view of your teaching practice.

This is entirely voluntary, so if you prefer that I rely only on what I see in visits, that’s fine. If you decided to share with me, it will help me give you the highest possible ratings. Nothing you share will ever lower an evaluation – it can only help you.

Some of the things you may wish to share include:

* Copies of your favorite lesson plans
* Examples of student work that demonstrate some of the cool stuff going on in your classroom
* Emails to/from parents (to demo your communication skills). I’d especially like to see emails back to parents who were upset. We all get upset parents, so I’m not interested in their issue. I’m interested in the way you responded to their concern.
* Things you share with students to support their achievement (guides, reviews, tutorials, calendars, reminders, websites, Remind (or other communication program), web-based systems, “office hours”, etc.)
* Things you’ve shared with other faculty, such as ideas, tech tips, cool websites, stuff you’ve learned at conferences, books, lesson plans you found on Pinterest or TpT, articles, blogs, Twitter handles, Facebook groups, etc. Anything that you’ve shared with other teachers that you think is helpful would be awesome.
* Examples of assessment
* Examples of student project or performance
* Examples of organization skill
* Examples of classroom design that works (pictures will work, or I’d love a tour!)
* How you handle missing or late work
* How you handle cheating (not that that ever happens….)
* Your favorite lesson of the year
* Something you used to teach but can’t fit in anymore
* Samples of the way you’ve differentiated for struggling or advanced learners
* Ways you accommodate IEP or 504 requirements
* How you use homework
* Tips on how you build rapport and relationships with students
* Things you do on the first and last days of school

You can share as much or as little as you like. This is designed to help me get a more authentic feel for who you are as a teacher, not create more work for you. You may share with me electronically (through Dropbox or a Google Drive, for example) or with paper copies. I will return anything you want returned.

If I see something I think could really help our campus, I’ll ask your permission to share it. Nothing will be shared without your permission.

This is completely optional. It is not a requirement, and it will not be held against you if you choose not to submit anything.

Again, I’m looking forward to this year. Please let me know if you have any questions.

Best,

Lisa