

# Professional Responsibilities Form

Evidence for Standards 1-5 are collected via the pre-observation conference, the observations (2), and the post-observation conferences. In addition, administrators must collect evidence on Standards 6 and 7. In an effort to collect this evidence, I am asking that over the course of the year, you address the following questions and keep record of what you are doing to meet these standards. We will collect this form in January and again in May. If you have any questions, do not hesitate to ask. **You do not have to meet all of the bullets.**

**1. What have you done to uphold professional standards of practice and policy as related to students' rights and teachers' responsibilities? (6.1)**

- Demonstrates ethical, professional behavior
- Advocates for students
- Demonstrates ethical use of information and information technology
- Completes training to comply with state and local requirements and jurisdictions

**2. What have you done to engage and collaborate with colleagues and the community to develop and sustain a common culture that supports high expectations for student learning? (6.2)**

- Supports the school as an organization with a vision and mission
- Participates on an instructional team
- Collaborates with the larger community

**3. What have you done to communicate and collaborate with families, guardians, and caregivers to enhance student development and success? (6.3)**

- Engages families
- Communicates student performance

**4. How have you managed and performed non-instructional duties in accordance with school district guidelines or other applicable expectations? (6.4)**

- Maintains records
- Manages time and attendance
- Maintains classroom and school resources and materials
- Participates in school and district events

**5. How have you demonstrated that you understand and comply with relevant laws and policies as related to students' rights and teachers' responsibilities? (6.5)**

- Communicates policies
- Maintains confidentiality
- Reports concerns
- Adheres to policies and contractual obligations
- Accesses resources

**6. How have you reflected on your practice to improve instructional effectiveness and guide professional growth? (7.1)**

- Reflects on evidence of student learning
- Reflects on biases
- Plans professional growth

**7. What goals have you set for engagement in ongoing professional development needed to continuously improve teaching competencies? (7.2)**

- Sets goals
- Engages in professional growth

**8. How have you communicated and collaborated with students, colleagues, other professionals, and the community to improve practice? (7.3)**

- Gives and receives constructive feedback
- Collaborates

**9. How have you remained current in your knowledge of content and pedagogy by utilizing professional resources? (7.4)**

- Accesses professional memberships and resources
- Expands knowledge base