



How to Create a Teaching Portfolio

What is a Teaching Portfolio?

A teaching portfolio is a comprehensive set of materials that showcase your teaching practice throughout your student learning. A teaching portfolio serves as a public view of your professional and scholarly activity. If done correctly, it will show your development as an educator over time and your skill and ability to reflect upon your experience in a way that suggests a commitment to ongoing learning and professional development.

General Guidelines

- **Start Early:** Collecting the components you need for a portfolio as you go will make things much easier when assembling your final portfolio
- **Be forthright in your self-assessment:** Your journey to becoming a teacher was not perfect or without struggle. It's important that you are able to fairly and accurately present yourself, both your accomplishments as well as areas of needed growth
- **Be strategic about the materials included:** Choose materials that illustrate all aspects of your teaching experience. You do not need to include all of your teaching documents. Instead choose a small curated selection that shows the full breadth of your teaching ability
- **Make your portfolio easy to follow:** Organize your portfolio in a way that makes sense and include a table of contents as well as tabs to separate the various components of your portfolio
- **Provide Context:** Every piece of evidence in your portfolio that showcases your teaching competency should include context describing the course taught, the students, and a reflection on its efficacy

What should be included in a Teaching Portfolio?

- Title Page
- Table of Contents
- Resume and Cover Letter
- Teaching Statement/Philosophy
- Sample lesson plans you have recently used
- Sample assignments (homework, exams etc.)
- Samples of student work
- Creative handouts you have designed
- Sample worksheets
- Examples of assessments
- Scores on standardized or other tests
- Photographs of classroom layouts and displays
- Examples of your use of technology (graphics design, presentations, word processing, spreadsheets etc.)
- Parent newsletters
- Peer and department observations and evaluations
- Professional development efforts (teaching workshops/seminars attended etc.)
- Letters of recommendation
- References list



Teaching Philosophy vs. Teaching Style

In a teaching interview, you may be asked to describe your philosophy on teaching and education as well as your teaching style. On the surface, these might sound like the same question. But there is an important distinction.

The **teaching philosophy** speaks to your core beliefs about the teaching-learning transaction. It includes **what you believe** to be the **purpose** of teaching and learning.

Your **teaching style**, however, is a description of **how you teach**, and an explanation of **why you teach that way**.

Teaching Philosophy Prompts

Why did you decide to become a teacher?

What teaching methods did you use?

How do you assess your students' learning and growth?

What are your strongest qualities as a teacher?

Do you have an academic specialization?

How do you incorporate new techniques, activities, curriculum and technology into your teaching?

How do you motivate your students?

How do you think students learn best?

How do you approach learners who are struggling?

How do you promote and maintain educational equality?

How would you describe your interactions with your students?

What's your classroom management style?

How do you define learning? How do you define teaching?

What is the purpose of education?

How does education improve society?

What does it take to be a good teacher?

What goals do you have for your students?

What goals do you have for yourself?

How will you continue to grow professionally?

A note on References and Letters of Recommendation

Be sure to get the permission of your references before listing them. Give your references ample time to write letters of recommendation. It is useful to submit to your references, items that can aid in writing a comprehensive and well thought out letter of recommendation. These items may include your resume, examples of your work, as well as a copy of the job description to which you are applying.