

PROFESSIONAL RESPONSIBILITIES REFLECTION

EDUC 540-902: STUDENT TEACHING SEMINAR

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Professional responsibility, Danielson's domain 4, is one of the most essential components to being an effective and efficient educator as much so as being prepared, knowing content, and creating positive relationships with students. Being an integral part of the school community assists a teacher in knowing the cultural traditions, backgrounds, and socioeconomics of the students, families, faculty and staff that comprise the learning environment. In my student teaching experience, I have learned exactly how important appropriate and frequent e-mail communications with parents is in supporting student learning, in addition to the use of efficient record keeping tools such as anecdotal records, progress reports, conduct charts, and parent-teacher conference schedules. I have learned that faculty meetings, grade-level and curriculum meetings, as well as use of online documentation resources and social media sites encourage a positive and effective learning environment for students, faculty, and parents.

In our school, we periodically communicate with students, parents, and faculty members through the utilization of many online resources as well as hardcopy tools enabling us to reflect on student academic and behavioral progress daily, weekly, monthly, and each trimester. Some online resources that we use to communicate student progress among students and parents are ClassDojo, Edmodo, and our official school website. Additional resources we use are parent and student survey forms completed on back-to-school night, roll slip forms (both hardcopy and digital), as well as weekly newsletters and monthly calendars. Another excellent resource we use daily is an assignment book. Our students in grades kindergarten through eight are provided with assignment books in which they write down daily homework assignments, ongoing projects, classroom and school events and parents/guardians are to sign the book each evening. We check these assignment books each morning to ensure that students are communicating important

messages to parents. If these books are not signed or the students do not write down all assignments, the teacher will write a note to the parent or guardian in the comment box for that particular day. Student progress both positive and negative is reflected on conduct calendars as well as on ClassDojo. We use both hardcopy and online resources because many of our families do not have access to the Internet and/or a PC or electronic device.

As a teacher, I maintain daily records of student attendance including lateness, appointments, absences, and vacation each supported with a parent excuse note. Additionally, anecdotal records, hardcopies of student progress reports, and parent-teacher communications are kept on a binder filed under each individual student. Copies of IEPs, demerits, and student emergency forms are also maintained in this binder. Most recently, our school has implemented an online grading and attendance portal to be maintained by teachers and shared with parents and students. This online resource enables parents to access real-time attendance records, test, quiz, maintenance, and project grades as well as conduct and effort scores. While transitioning to this new portal, all teachers are maintaining hardcopy records including mark books. Parents who do not have Internet access will also receive hardcopy progress reports and report cards.

The faculty and administration have met monthly since August to discuss the transition to this new online record maintenance system, during which time I have taken a great deal of detailed notes. We also discuss best practices in grading including weighing grade, as well as the best social media resources to make instruction engaging while integrating parent interaction and awareness through digital means. I have realized that new teachers as well as seasoned teachers with over 30 years of experience use these meetings as a time to reflect on teaching while brainstorming innovative ways to instruct students and encourage them to be fully engaged in the process of learning during this digital age. Each day I learn that I am growing and developing as

an educator while encouraging my students to grow and develop into productive members of the global marketplace. In order to effectively support these children and acquire parent support, I must maintain careful and accurate records of student progress frequently communicate with families through a variety of resources, participate in the school and professional community while conducting myself in a well-qualified, polished, thoughtful and kind manner.

References

C. Danielson. (2013). The Framework for Teaching Evaluation Instrument. Retrieved on October 19, 2014 from www.danielsongroup.org.

**Artifact 1: Parent-Teacher Conference Schedule and Sign-In Sheet
(Student and Parent Names Removed)**

Parent Teacher Conference Schedule 2014-2015

Wednesday, November 19, 2014

Student Name	Date	Time
1	11/19	8:15
2	11/19	8:30
3	11/19	8:45
Total meetings:		3

Thursday, November 20, 2014

Student Name	Date	Time
4	11/20	8:15
5	11/20	8:30
6	11/20	1:30
7	11/20	1:45
8	11/20	2:00
9	11/20	2:15
Total meetings:		6

Monday, November 24, 2014

Student Name	Date	Time
10	11/24	8:15
11	11/24	8:30
12	11/24	6:00
Total meetings:		3

Tuesday, November 25, 2014

Student Name	Date	Time
13	11/25	7:35
14	11/25	8:15
15	11/25	8:30
16	11/25	3:15
17	11/25	3:30
18	11/25	3:45
19	11/25	4:15
20	11/25	4:30
21	11/25	5:00
22	11/25	5:15
23	11/25	6:00
24	11/25	6:15
25	11/25	6:30
26	11/25	6:45
27	11/25	7:00
28	11/25	7:15
Total		16

Artifact 2: Back-to-School Parent Feedback Survey Example
(Names Removed)

Teacher Name
Grade 4 Room Number

My student in grade 4
Student Name: _____

Parent/Parent's or Guardian's Names: Parent of Student in Grade 4

Parent/Parent's/Guardian E-mail Addresses: parent@gmail.com

Parent/Guardian Work Phone: 123-456-8799 Parent Home Phone: 222-222-2222

Mother/Guardian Cell Phone: ^{preferred} 215-222-2222 Father/Guardian Cell Phone: N/A

Emergency Contact Name: Grandmom Jones Phone: 333-333-3333

On the lines below please tell me anything you think I need to know to assist your child in having a successful and productive school year.

My child has been diagnosed with ADHD, and dyslexia. My child was diagnosed in 2010 and currently received modifications and accommodations in all subjects. My child also has a gluten intolerance and cannot eat products with wheat, gluten, etc. My child learn best when encouraged to move and use tools. My child is very sensitive and appreciates frequent teacher feedback. My child has also been seeking counseling through school and outside with a psychologist. My child takes medication for both ADHD and depression, which may sometimes cause my child to seem sleepy. Please e-mail me or call me as needed to communicate my child's progress in class.

Sincerely,
Fourth Grade Parent

Artifact 4: Example of Student Progress Report

(This is for a student with a current IEP, demographic information removed)

ST. MONICA SCHOOL GRADE 4-8

PROGRESS REPORT -- October 22, 2014 Trimester 1

Student Name: _____ Grade: _____ Teacher: _____

Subject	Satisfactory at this time	Needs Improvement	Failing
Religion		✓ ^M	
ELA (English Language Arts) Reading, Writing, Language, Listening skills		✓ ^H	
MATH Problem solving, Modeling to represent concepts, Computation, Communicating mathematically		✓ ^H	
Social Studies		✓ ^M	
Science		✓ ^M	
Italian	✓		
Art	✓		
Physical Education	✓		
Computer	✓		
Classwork		✓	
Homework		✓	
Conduct		✓	
Effort		✓	
Grooming/Neatness	✓		
Punctuality	✓		

TEACHER COMMENTS:
 The student named above is a kind and generous, young student. The student is eager to please and tries to comply with classroom rules. The student would benefit from continuing to work on impulse control and continue to keep open communications with the teacher.

*This report reflects work approximately midway through the marking period. **Progress Reports MUST be signed and returned to your child's teacher by Friday.** Thank you.*

PARENT COMMENTS:
 Parent comment lines, signature and date line.