**Portfolio Reflection**

The coordinator uploads artifacts as PDFs to BriteLocker and completes the **Portfolio Reflection Form** in TalentEd **PRIOR** to the **Portfolio Review Meeting**. During the meeting, the coordinator and director discuss how the artifacts collected provide evidence of the coordinator’s performance on the essential practices of the **USVI** **Performance Evaluation Framework for Coordinators**.

**Artifact 2:** Professional development evaluations

**Manage Organizational Systems** Indicator 3.2: Lead and Develop Personnel

How do the artifacts reflect leadership and development of personnel?

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**Artifact 3:** Monthly Reports

**Focus on Learning** Indicator 2.1: Support Student Access to Effective Instructional Programs through Administration of District, Territory, and/or Federal Programs

**Lead with Integrity** Indicator 4.1: Demonstrate Personal and Professional Responsibility

How does the artifact reflect the support of student access to effective instructional programs and personal/professional responsibility?

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**Artifact 4:** Annual Report

**Focus on Learning** Indicator 2.1: Support Student Access to Effective Instructional Programs through Administration of District, Territory, and/or Federal Programs

**Manage Organizational** Indicator 3.1: Build and Maintain Program Systems

**Systems** Indicator 3.2: Lead and Develop Personnel

**Lead with Integrity** Indicator 4.1: Demonstrate Personal and Professional Responsibility

How does the artifact reflect the support of student access to effective instructional programs, building/maintaining programs, leading personnel, and personal/professional responsibility?

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**Artifact 5:** Community Engagement

**Manage Organizational Systems** Indicator 3.4: Mobilize Community Resources

Description of artifacts for Community Engagement:

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How does the artifact reflect mobilizing community resources?

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**Artifact 6:** Program Management

**Build Shared Purpose** Indicator 1.1: Implement a Program Aligned to the District Vision, Mission, Goals, and Initiatives

Description of artifacts for Build Shred Purpose:

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How does the artifact reflect the implementation of a program aligned to the district vision, mission, goals, and initiatives?

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**Artifact 7: Choice:** Select an indicator for the appropriate essential practice.

**Build Shared Purpose**  Select indicator

**Focus on Learning** Select indicator

**Manage Organizational Systems**  Select indicator

**Lead with Integrity**  Select indicator

Description of artifacts for the Choice Essential Practice:

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How do the artifacts reflect coordinator leadership related to this practice and indicator?

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