

## Professional Portfolio Rubric and Rating System

Name of Rater:

Name of instructor submitting professional portfolio:

Total points awarded: /24

\*Please note: teaching experience, resume, employment history affiliation/memberships, professional development and teaching experience will be verified by the reader within the Self-Study.

Inter-rater reliability:

Two raters will review the professional portfolios, one from the accreditor and one from the affiliate organization. Once the raters have completed the review they will share results.

The portfolio must receive a score of 18 or higher from both raters to be approved.

Possible Outcomes:

1. Both raters score the portfolio 18 or above approved
2. Both raters score the portfolio below 18: Program is asked to supply additional information
3. One rater scores above 18 and one rater scores below 18: a third party will review and score the portfolio: the scores are averaged
  - a. If the average score is 18 or above: approved
  - b. If the average score is below 18: Program is asked to supply additional information

After receipt of additional information, if the composite score is not above 18 the Professional Portfolio is not approved and the Instructor and/or Field Consultant will need to be replaced.

	0 Unacceptable	1 Minimal	2 Proficient	3 Exemplary	Points Awarded
Present your Philosophy of Education (1000 word maximum)	No Narrative Presented/Response does not answer question	Narrative is poorly articulated and the writer does not demonstrate understanding of an educational philosophy or school of thought. No personal stance is taken.	The writer describes and/or defines one or more educational philosophies, but does not take a personal stance or relate it to their own teaching experience.	The writer precisely articulates their personal stance with regard to a clearly defined educational philosophy or school of thought.	
Describe how your skills, teaching, life experiences have contributed to your teacher education program position/responsibilities and your own professional growth	No Narrative Presented/Response does not answer question	The writer's narrative is poorly articulated and vague with regard to past experiences. There is no correlation between these experiences and their current position within the TEP.	The writer's narrative briefly describes past experiences with an adequate correlation to their current position within the TEP.	The writer's narrative reveals specific past experiences and skills and thoroughly describes how they have contributed to their current position within the TEP.	
Present a personal statement on how your professional experiences, career goals, and beliefs in Montessori education will inspire future Montessori teachers.	No Personal Statement/Response does not answer question	The writer's personal statement does not present a clear picture of who they are in a professional context. They are not able explain how they will inspire future Montessori teachers.	The writer's personal statement provides sufficient evidence to support their ability to inspire Montessori educators and gives adequate detail with regard to professional experiences.	The writer has a clear, focused voice and provides detailed examples on how past experiences will inspire future Montessori teachers.	
Professional Development Hours as they relate to the improvement of teaching skills	No Data Provided	Minimal hours dedicated to improvement of teaching skills (less than 10 hours a year)	Adequate hours dedicated to improvement of teaching skills (more than 11 hours a year)	Continued work toward obtaining Montessori Credentials or Bachelors Degree	
Community Service/Awards and Honors	No Data Provided	Minimal evidence of community service awards or honors. Does not appear to be actively involved in the Montessori community.	More than one source of evidence of community service and has received at least one recognition for their service to the Montessori community.	Strong evidence of community involvement, multiple awards/honors recognizing involvement in the Montessori community.	

Experience in a Montessori Classroom with Children after receipt of Montessori Credential at the level of instruction	0-2 Years Experience	3-5 Years Experience	6-10 Years Experience	11 Plus Years Experience	
Experience teaching adults within a Montessori Teacher Education program	0-2 Years	0-5 Years Experience	6-10 Years Experience	11 Plus Years Experience	
Total Points Awarded: /18					

Three Letters of Support/Recommendation	Supporting Recommendation 1	Cautionary Recommendation 0	Points Awarded
1. Peer Professional			
2. Adult Learner			
3. Other			
Total Points Awarded: /3			