

NCATA TAOY Portfolio Requirements

Portfolio content must be typed. Use this checklist when preparing your portfolio for NCATA TAOY consideration to be sure that you are including all of the following elements:

Appearance & Size

- 1 inch white notebook with clear cover insert
- Cover insert must have Applicant Name, NCATA District Number, Name of School District, School Year, and School Photo or Headshot. Picture should be no larger than 5 X 7. Use Times New Roman 24 Font.
- **20 Single-Sided Pages Maximum in Non-Glare Sleeves** for the portfolio. Paper used must be white with all headings in Times New Roman 24 Font and type in Times New Roman 12 Font double-spaced with the exception of recommendation letters. There should not be added information on the notebook inside or back cover. This will count as extra pages.

Pages:

- Page 1 Table of Contents
- Page 2 Personal Page (Gives detailed years of service as a TA)
- Page 3 Short Synopsis of Family
- Page 4 Share your Hobbies and Interests
- Page 5 List of Civic Organizations, Accomplishments, & Offices Held
- Page 6 List of Professional Training & Ongoing Self Improvement Plan (Which includes, but is not limited to: PDP, continuing education courses, degree program, staff development, and conference; should not include certificates)
- Page 7 What NCATA Means to Me (Should be a full, typed, double-spaced page)
- Page 8 Personal Philosophy on Education of a Child (Should be a full, typed, double-spaced page)

*****6 required recommendations to be included**

- Page 9 Recommendation from your current principal
 - Page 10 Recommendation from your current teacher
 - Page 11 Recommendation of your choice
 - Page 12 Recommendation of your choice
 - Page 13 Recommendation of your choice
 - Page 14 Recommendation of your choice
- ***Suggested recommendations of choice could be from superintendent, parent, assistant principal, other teachers, or NCATA District Officer.**
- Pages 15-20 Photos of Teacher Assistant at work. Creativity is encouraged.
Note: Typed picture titles may be attached.