**MID-YEAR CONFERENCE ROLES**

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| **SUPERINTENDENT/DESIGNEE ROLE** | | |
| **BEFORE** | **DURING** | **AFTER** |
| I will:   * Schedule mid-year review conferences or include them in a site visit * Review evidence already collected on the standards * Review your progress and reflections regarding goals/plans prior to the conference | I will:   * Ask key questions to encourage discussion and to get background information about the goal * Provide specific, evidence-based feedback on the goals and plans * Share current evidence aligned with the standards and identifies any evidence needed prior to summative * Collaborate with the you on any changes needed to the plan * Collaborate with you to ensure success of the goals | I will:   * Analyze goals/plans from across the district to mobilize resources and support * Follow up with committed support * Review any plans that needed revision and provide additional support |

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| **PRINCIPAL ROLE** | | |
| **BEFORE** | **DURING** | **AFTER** |
| You will:   * Collect and analyze student performance data for student growth goal * Complete activities outlined in Student Growth Action Plan * Complete activities outlined in PG Action Plan. * Reflect upon results and plans to discuss refinements needed with me during mid-year review conference | You will:   * Share goals/plans with me * Share reflection regarding impact of student growth plan and PG plan on professional practice and student results * Collaborate together on incorporating feedback to improve plans | You will:   * Make any changes and resubmits plans if needed * Create a way to collect data and reflect on progress throughout the year * Continue to implement plans |