

Scaffolding the Initial Conference

Educator's Name:

Educator's Evaluation Cycle...	Probationary / Temporary	Supervisor-Directed Goals or POAI	Contract
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Phase	Agenda Items / Questions	Conference Notes
Activating & Engaging	<ol style="list-style-type: none"> 1. Welcome / Greeting 2. Overview of Conference Structure 3. Opening Reflection Questions (<i>for examples, see reverse side</i>) <ol style="list-style-type: none"> a. b. 	
Exploring & Discovering	<ol style="list-style-type: none"> 4. Review Completed Self-Assessment <ol style="list-style-type: none"> a. Compare with Prior Summative Evaluation (<i>if applicable</i>) b. Noted Strengths / Opportunities to Support Others? c. Noted Opportunities / Supports Needed? 5. Review SLGs and PGG from Previous Year (<i>if applicable</i>) <ol style="list-style-type: none"> a. Data Reviewed / Reflection Submitted? b. Take-Aways / Conclusions? 6. Discuss School/Site Objectives (<i>e.g., CSIP / CAP / Strategic Plan</i>) 7. Discuss Comprehensive Counseling Program Guide 8. Discuss Potential SLGs (<i>if applicable</i>) <ol style="list-style-type: none"> a. Plan for Identifying Student Needs / Student Needs Identified? b. Ensure Growth for All Students (100% Addressed / Tiered Goals)? c. Meaningful, Relevant, and Purposeful? 9. Discuss Potential PGG <ol style="list-style-type: none"> a. Connected to Identified (<i>e.g., Self-Assess, Summative, SLG</i>) Opportunity? b. Admin Support in Drafting Goals May Vary (<i>based on Oregon Matrix</i>) 	
Organizing & Integrating	<ol style="list-style-type: none"> 10. Closing Reflection Questions (<i>for examples, see reverse side</i>) <ol style="list-style-type: none"> a. b. 11. Next Steps 12. Closing / Thanks 	

Sample Reflection Questions

Please Note: Examples below are presented as a guide, and are not “all-inclusive”. Please feel free to create and utilize your own questions.

Opening Reflection Questions

- As we start the new school year, what student strengths have you noticed? Opportunities?
- Thinking ahead, what do you most look forward to accomplishing with your students this year?
- What are some topics that would be helpful to discuss during our conversation today?
- Thinking back on last school year, what stands out to you as a take-away or practice to continue this year?
- Thinking back on last school year, what challenges or opportunities did you encounter that might occur again?
- What have learned/discovered as you have reviewed the outcomes of last year’s goals?

Sample Lead-Ins for Custom Questions

As you reflect... ?

What are... ?

Thinking back... ?

How has... ?

Closing Reflection Questions

- What are some big ideas that you are taking away from our conference today?
- Reflecting upon our conference today, what are some new connections (about students, curriculum and instruction) that you are making?
- What are some things that you are taking away from today that will influence your practice in the future?
- How will you use our conversation today to adapt or adjust your strategies for attaining your professional and student learning goals?
- Looking ahead to the new school year, what personal or student accomplishment(s) do you most hope to achieve. How will our conversation today influence those accomplishments?

Sample Lead-Ins for Custom Questions

As you reflect... ?

What are... ?

What do you envision... ?

How might you predict... ?