

# Scaffolding the Interim 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
<b>Activating &amp; Engaging</b>	<ol style="list-style-type: none"> <li>1. Welcome / Greeting</li> <li>2. Overview of Conference Structure</li> <li>3. Opening Reflection Questions <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> <li>a.</li> <li>b.</li> </ol> </li> </ol>	
<b>Exploring &amp; Discovering</b>	<ol style="list-style-type: none"> <li>4. Review Completed Observation(s)           <ol style="list-style-type: none"> <li>a. Themes or Trends               <ol style="list-style-type: none"> <li>i. Positive Themes or Trends                   <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol> </li> <li>ii. Opportunities for Growth and/or Concerns                   <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol> </li> </ol> </li> </ol> </li> <li>5. Review Administrator Assessment <i>(If applicable)</i></li> <li>6. Counselor/CDS Only: Discuss progress toward Comprehensive Counseling Program Guide</li> <li>7. Check In On Student Learning Goals (SLGs) and Professional Growth Goals (PGGs)           <ol style="list-style-type: none"> <li>a. Submitted?</li> <li>b. Progress / Additional Support Needed?</li> <li>c. Discuss Evidence Window for PGG               <ol style="list-style-type: none"> <li>i. Window Dates <i>(Established by admin):</i></li> </ol> </li> </ol> </li> </ol>	
<b>Organizing &amp; Integrating</b>	<ol style="list-style-type: none"> <li>8. Closing Reflection Questions <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> <li>a.</li> <li>b.</li> </ol> </li> <li>9. Next Steps</li> <li>10. Closing / Thanks</li> </ol>	

# Sample Reflection Questions

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**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 you reflect upon the first part of the year, what are some things that come to mind?
- Thinking back over the school year so far, what has been particularly satisfying?
- Thinking back over the school year so far, what are some things that have raised questions for you?
- Recalling the first part of the year, what personal or student accomplishment(s) have you been most proud of?
- What are some topics that would be helpful to discuss during our conversation today?
- What stands out to you as you reflect upon the feedback you have received this year?

## 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 the first part of the year (and our conference today), what are some new connections (about students, curriculum, 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 second part of the 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... ?