|  |  |  |  |
| --- | --- | --- | --- |
| **Leader Name:** |  | **Title:** |  |
| **Supervisor Name:** |  | **Title:** |  |
| **School/Location:** |  | **Date:** |  |

**Type of Conference (Select):**

|  |  |
| --- | --- |
|  | **Setting Expectations:** *Beginning of Year Conference* |
|  | **Progress Monitoring:** *Mid-Year Conference* |
|  | **Celebrating Growth and Looking Forward**: *End of Year Summative Conference* |

Conferencing is an integral part of the **LEAD** & **LEARN** process. Supervisors should ask guiding questions that allow leaders to review and reflect on their work, ensuring a balance between accountability for student growth and academic achievement, operations and procedures, and professional growth discussions. Conferencing provides supervisors and leaders time to develop clear expectations regarding the **LEAD** & **LEARN** performance domains and to design appropriate professional development as needed.

Supervisors will conduct three conferences throughout the **LEAD** & **LEARN** process.

1. **Setting Expectations:**The***Beginning of Year Conference*** follows the Orientation, Self-Assessment (optional), and the leader’s growth. The conference will be used to inform the leader being reviewed of performance expectations.
2. **Progress Monitoring:** The ***Mid-Year Conference*** will be held to review the results of the *Mid-Year* *Formative Assessment* *Feedback Report*, including discussions regarding effective implementation of performance domains. Use the Implementation Status Key below, to identify the status of each goal’s plan at its current state.
3. **Celebrating Growth and Looking Forward**: The ***End of Year Summative Conference*** will be held to review the results of the *Summative* *Performance Review*, including discussions regarding effective implementation of performance domains.

Vice Principals/Central Office Leaders and Supervisors should collaboratively agree upon **at least three (3) big concepts** to measure **from each of the Instructional Leadership and Organizational Leadership strands**. However, based on the Vice Principal’s/Central Office Leader’s discretion, additional Big Concepts may be included.

**Use the box below to indicate which big concepts will be measured.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCSD LEAD & LEARN Big Concepts to be measured:** | Instructional Leadership |  | IL1 |  | IL2 |  | IL3 |  | IL4 |  | IL5 |
| Organizational Leadership |  | OL1 |  | OL2 |  | OL3 |  | OL4 |  | OL5 |

|  |
| --- |
| **Written Summary of Meeting:** |
|  |

|  |
| --- |
| **Recommendations and Next Steps:** |
|  |

**For Summative Conferences (only)**, use the matrix below to identify the Vice Principal’s/Central Officer Leader’s final summative rating:

|  |
| --- |
| Instructional Leadership (minimum of 3 Big Concepts) |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |

|  |
| --- |
| Organizational Leadership (minimum of 3 Big Concepts) |
| Big Concept: **OL 3:** Leads with integrity, fairness and ethics  |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |
| Big Concept: |
| SupervisorRating  | Supervisor’s Evidence and Feedback |
|  | E (4) |  |
|  | P (3) |
|  | D (2) |
|  | I (1) |
|  | *NA* |

The rubrics will be used formatively throughout the process to guide conversations between the Supervisor and Leader about continuous improvement. They are provided to increase reliability among Supervisors and to help Leaders focus on ways to enhance their practices.

Performance ratings are based on the **totality of evidence**.

A Leader’s final score, which is provided at the end of the year in the Summative Conference Meeting Summary, will be calculated taking scores from the 6 identified big concepts chosen at the Beginning of the Year Meeting, and averaged together to arrive at a final score. Below follows the conversion of the final score:

|  |  |
| --- | --- |
| **Rating** | **Score Range** |
| Exceptional | 3.50 to 4.00 |
| Proficient | 2.50 to 3.49 |
| Developing | 1.50 to 2.49 |
| Ineffective | 0.00 to 1.49 |

Calculate the Final Score:

|  |  |
| --- | --- |
| Average of 6 Rated Big Concepts: |  |
| Rating: |  |

|  |
| --- |
| Leader’s name: |
| Leader’s signature: | Date: |
| ☐ *My signature indicates that I have participated in this conference and have reviewed this summary. It is not an indication that I agree with the content*. |
| Supervisor’s name: |
| Supervisor’s Signature | Date: |

During the Pilot Year, a printed and signed copy of this form should be submitted to the Office of Human Resources with a Copy to the Appropriate Assistant Superintendent. A pdf scanned copy can be emailed to humanresources@scsd.us

In 2017-18 this form will be created in Truenorthlogic.