

Coordinator Mid-Year Check-In Form SY15-16

During the Mid-Year Check-In meeting, the coordinator and Director of Curriculum and Instruction discuss progress to date on the Coordinator Portfolio, completing the professional learning activities on the Professional Growth Plan (PGP), and Coordinator Leadership Time as indicated by coordinator attendance in TimeForce. Challenges are discussed along with possible solutions. It is also a good time to discuss and schedule dates for the 2nd coordinator observation, including the pre- and post-observation conferences.

The **Director of Curriculum and Instruction completes the Mid-Year Check-In Form during or after the Mid-year Check-in Meeting**, documenting any changes or adjustments to the coordinator's Portfolio and/or the PGP.

Progress on Artifact Collection

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Progress on PGP Goals

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Coordinator Leadership Time as indicated by the coordinator's attendance in TimeForce

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Challenges

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Solutions/Adjustments Needed

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Recommended Support/Assistance

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Other Comments

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