

## 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, progress on completing the professional learning activities on the Professional Growth Plan (PGP), and Coordinator Instructional Time as indicated by coordinator attendance and tardies reported in TimeForce. Challenges are discussed along with possible solutions. It is also a good time to discuss and schedule dates for the 2<sup>nd</sup> coordinator observation, including the pre- and post-observation conferences.

The **Director of Curriculum and Instruction completes the Mid-Year Check-In Form**, documenting any changes or adjustments to the coordinator Portfolio and/or the PGP. The form is submitted in TalentEd by the Director and is available for review by the coordinator.

### Progress on Artifact Collection

### Progress on PGP Goals

### Coordinator Instructional Time as indicated by the coordinator's attendance and tardies in TimeForce

### Challenges

### Solutions/Adjustments Needed

### Recommended Support/Assistance

### Other Comments