

Goals:

- Help prepare for the mid-year conference.
- Make the process easier for both the learner and the observer.
- Purpose of Mid-year Conference: To examine progress towards goals and sharing evidence of progress. (In Groton, there is also a focus on scoring on the rubric Domain 6).

Helpful Resource:

- [Preparing for the Mid-year Conference Video for Teachers](#)
- [Preparing for the Mid-year Conference Video for Observers](#)

Before Your Conference

1. (Optional) Review [Observers Prompts](#) - these are suggested discussion starters for your observer.
2. Review SLO's and goals.
3. Respond to the Teacher Reflection inside the Mid-year conference event.
 - a. The Questions to be asked:
 - i. Question 1 - Describe your progress to date. Include specific details about your students' progress for each SLO/IAGD you set for their learning and your progress on your feedback goal(s) and performance and practice focus area.
 - ii. Question 2 - Describe any professional learning and/or strategies that have contributed to your progress. Describe any additional professional learning or supports that would help ensure your success.
 - iii. Question 3 - Describe any challenges or barriers to achieving your SLOs/IAGDs, feedback goal(s) or performance and practice focus area.
 - iv. Question 4 - What modified action steps and/or adjustments will you implement to address challenges towards achieving your SLOs/IAGDs, feedback goal(s) or performance and practice focus area?
 - v. Question 5 - Please list/describe any additional duties you perform, committees you serve on or stipend positions you hold that help to contribute to our school community.
 - b. You might type it in word, then copy and paste it into the boxes.
 - c. Suggestion - Label SLO 1, Parent Feedback, Performance, School Focus.
 - d. When all questions are answered, remember to click SHARE when you are done so your observer may see it.
4. Upload evidence or artifacts supporting progress on goals and / or Domain 6.
 - a. When uploading, name it in a way that helps you remember what it is and why you uploaded it. Choose key artifacts. Make sure the window closes itself, do not close the window (even if it says 100% uploaded). What you upload is only visible to the observer if you share it or connect it to the mid-year conference or other event. Link it to the Mid-year conference by going into the mid-year conference event.
 - i. Click on SUPPORTING DOCUMENTS.
 - ii. Click on ADD ANOTHER DOCUMENT.
 - iii. Choose UPLOAD if you have not uploaded anything prior. Choose LINK if you already uploaded artifacts to your portfolio.

During the Conference

- Using the Observer Prompts and Teacher Reflection to discuss progress towards meeting goals.
- Refer to uploaded artifacts to tag domains and goals.
- Observer will give some final feedback and go over the ratings (only in Domain 6)..

After the Conference

- You will be able to review all notes from the conference and see the ratings.
- The ratings will appear on the overall rubric under aggregated evidence as a dot and midyear conference. Another set of dots will be from your formal observation.