**ROLES/RESPONSIBILITIES FOR PGP/STUDENT GROWTH CONFERENCE**

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| **Timeline** | Before Conference | During Conference | After Conference |
|  | **Teacher** | **Principal** | **Teacher** | **Principal** | **Teacher** | **Principal** |
| **Aug.-Sept.** | **PGP:**Analyses a variety of data (KY framework self-assessment, KPREP, district/school data, previous observation feedback, survey data, etc.Identifies PGP focusCreates a draft PGP goal and action plan | Provides guidelines/training for teachers on creating quality PGP and Student Growth goals and action plans.Determines the level of collaboration needed with individual teachers.Individually communicates with any teacher whom the principal wants direct involvement in the creation of goals and plans. Identifies some key questions to facilitate discussion as needed.Reviews teacher’s goals/plans in EDS prior to the conference. | Shares goals/action plans and any supports needed.Collaborates with the principal on incorporating the principal feedback to improve goals/plans. | Uses questions to empower the teacher to share/reflect on the PGP and Student Growth goals/plans.Provides specific evidence based on feedback goals/plans.Collaborates with the teacher on any changes needed.Collaborates with the teacher to identify support that could be provided through the school resources (time, talent, materials, etc.) | Makes any changes and resubmits goals/plans.Creates a way to collect data and reflect on progress throughout the year.Begins to implement plans. | Analyzes goals/plans from the staff to identify commonalities that could be used in school plans, personal/Student growth goals, etc.Follows up with providing committed support.Reflects on conferences and identifies own strengths and areas of growth with conferencing to determine personal next steps. |
|  | **Student Growth:**Analyzes content to identify key content/process that could be targeted for student growth goal.Analyzes a variety of student data to determine specific area and baseline/summative measuresCreates a draft Student Growth Goal and Action PlanEnter necessary information in EDS. |