

**Individual Growth Plan – Initial Review
Media Coordinator**

Media Coordinator: _____

Academic Year: _____

1. Media Coordinator’s Strategies

Media Coordinator’s Goals from School Improvement Plan	Media Coordinator’s Strategies	Expected Outcomes	Target Dates
<p>In this space, the Media Coordinator should state at least one or two goals that align with his/her School Improvement Plan (SIP). The administrator should provide a copy of the School Improvement Plan prior for the initiation of the Individual Growth Plan.</p>	<p>In this space, the Media Coordinator should list three to five strategies for accomplishing the goal(s) that he/she stated in the first column.</p>	<p>In this space, the Media Coordinator should list the desired outcomes from the strategies that he/she has listed.</p>	<p>In this space, the Media Coordinator should list a target date by which he/she feels that the expected outcome can reasonably be measured.</p>

2. Personal/ Professional Goals

Strengths	Areas to Be Strengthened	Personal Enrichment Goals
<p>In this space, the Media Coordinator should list 3 to five strengths that he/ she has. Strengths may pertain to professional or personal aspects. They may also relate to functions and practices on the Performance Appraisal Instrument for Media Coordinators.</p>	<p>In this space, the Media Coordinator should list at least two areas that could be strengthened.</p>	<p>Based on the identified areas listed under the second column, the Media Coordinator should state one or two personal enrichment goals. These goals are not necessarily aligned with the School Improvement Plan.</p>

3. Evaluation (To Be Completed by the Peer and Administrator) The Media Coordinator does not complete this section.

	Peer Review	Principal/ Principal Designee Review	
1. The Media Coordinator's strategies support the School Improvement Plan (SIP).	Note: The Media Coordinator's peer should use this space to make summary comments about the IGP. The comments do not need to be evaluative in nature.	Acceptable	Modification Needed
2. The expected outcomes are measurable and related to the Media Coordinator's strategies.			
3. The Media Coordinator has identified personal/professional strengths, areas to be strengthened, and personal/ professional enrichment goals.			

4. Narrative

<p>Media Coordinator's Comments: The Media Coordinator may use this space to make any comments about the IGP process or to clarify some aspect of the IGP.</p>	<p>Peer's Comments: The Media Coordinator's peer may use this space to comment on the IGP process or some aspect of the IGP.</p>	<p>Administrator's Comments: The administrator may use this space to comment on the process, clarify his/her expectations, or make additional evaluative statements.</p>
<p>Media Coordinator's Signature: _____ Date: _____</p>	<p>Peer's Signature: _____ Date: _____</p>	<p>Administrator's Signature: _____ Date: _____</p>

**Individual Growth Plan – Mid-Year Review
Media Coordinator**

Media Coordinator: _____

Academic Year: _____

5. Evidence of Progress towards School Improvement Plan

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6. Evidence of Progress or Completion of Personal/Professional Goals

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7. Evaluation (To Be Completed by the Peer and Administrator) The Media Coordinator does not complete this section.

	Peer Review	Principal/ Principal Designee Review			
		Above Standard	At Standard	Below Standard	Unsatisfactory
1. The Media Coordinator has provided evidence that supports progress towards expected strategy outcomes, and/or has modified goals with proper justification and approval.					
2. The Media Coordinator has made consistent progress towards personal/professional enrichment goals.					

8. Narrative

Media Coordinator's Comments: Media Coordinator's Signature: _____ Date: _____	Peer's Comments: Peer's Signature: _____ Date: _____	Administrator's Comments: Administrator's Signature: _____ Date: _____

**Individual Growth Plan – End-of-Year Review
Media Coordinator**

Media Coordinator _____

Academic Year: _____

9. Evidence of Progress toward or Completion of Media Coordinator’s Goals

Empty text box for evidence of progress.

10. Media Coordinator’s Analysis, Interpretations, and Reflection

Empty text box for analysis and reflection.

11. Evidence of Progress or Completion of Personal/Professional Goals

Empty text box for evidence of progress.

12. Next Year’s Focus

Empty text box for next year's focus.

Number of License Renewal Credits Completed: _____ (Please attach a list of License Renewal Credits or a Staff Development Activity Sheet.)



**Individual Growth Plan – End-of-Year Review
Media Coordinator**

Media Coordinator: _____

Academic Year: _____

13. Evaluation

	Peer Review (Optional)	Principal/ Principal Designee Review			
		Above Standard	At Standard	Below Standard	Unsatisfactory
1. The Media Coordinator has successfully achieved or has consistently shown progress towards system/school/program goals.					
2. The Media Coordinator has successfully achieved or has consistently shown progress towards personal enrichment goals.					
3. The Media Coordinator has used the information from this year’s personal goals and decided on next year’s focus.					
4. The number and list of License Renewal Credits were provided.					

14. Policies and Procedures

	At/ Above Standard	Below Standard		At/ Above Standard	Below Standard
Compliance with school policies and procedures			Compliance with attendance school functions		
Compliance with employee attendance policy			Compliance with record keeping		

15. Narrative

<p>Media Coordinator’s Comments:</p> <p>Media Coordinator’s Signature: _____ Date: _____</p>	<p>Peer’s Comments:</p> <p>Peer’s Signature: _____ Date: _____</p>	<p>Administrator’s Comments:</p> <p>Administrator’s Signature: _____ Date: _____</p>
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