



DENVER  
PUBLIC  
SCHOOLS

Specialized Service Providers  
Growth and Performance System

## Mid-Year Conversation Guide for SSP Evaluators

As the 20-21 school year is unique, this brief guide was created in order to help you prepare for the upcoming mid-year conversation window (mid-December through end of February). A few reminders below:

**100% Professional Practice:** During the 20-21 SY only, 100% of the SSP evaluation will be based on Professional Practice, as measured by the role-specific Professional Practice framework. You and the SSP should use the [role-specific framework](#) and this [SSP GPS COVID Awareness Guide](#) to determine what evidence to gather for the SSP's practice. Therefore you both should come prepared with a body of evidence from the beginning of the school year and plan to discuss how this evidence relates to the SSP's strengths and/or growths areas within the different indicators.

**School-based Evaluators:** Check Infor HR to insure the school leader evaluating the SSP is listed as the Direct or Indirect Supervisor. If this field needs to be updated, please reach out to your HR Partner or [SSPGPS@dpsk12.org](mailto:SSPGPS@dpsk12.org) to request a correction.

### Consider the following as you plan your conversations:

1. Ensure you know which SSPs you will meet with and create a **schedule** for facilitating mid-year conversations.
2. Strongly encourage SSPs to prepare a **self-reflection**; this could be done within an observation and final rating [tracking documents](#) found on the Commons
  - a. If you have encouraged SSPs to enter and share **reflections** ahead of the conversation be certain you honor those comments proactively. There is generally far more personal ownership and growth when people have a voice in determining next steps.
3. When considering Professional Practice, acknowledge the **body of evidence** to-date, including celebrations, new learning, progress toward goals, strengths, and areas of growth.
  - a. Possible guiding questions: What are this SSP's habits of mind that align with our DPS Core Values as well as DPS' crisis priorities? What elements of this SSP's professional practice will have the greatest cascading benefit for student growth and achievement?
4. An educator should leave the conversation with a clear understanding of his/her **strengths and areas of growth with actionable next steps**. Remind the SSP that the mid-year conversation is in place to help plan for the remainder of the school year and to set them up for success in the coming months, and that you are there for any continued support that is needed.
5. Also remind them that you will revisit the Professional Practice again at the **end of the year** when a final rating is determined.

Please feel free to reach out with any questions or concerns: [SSPGPS@dpsk12.org](mailto:SSPGPS@dpsk12.org)