

APGP Supervisor Checklist

Task	Completed
Review performance evaluation summative scores from the previous year.	
Review school and district improvements plans.	
Identify areas of growth on the Five Essential Practices framework.	
Identify areas of growth that align to the school and district improvement plan.	
Review draft SMART goals.	
Schedule APGA review meeting and pre-evaluation meeting.	
Meet with the supervisor to finalize the APGA.	
Locate and leverage resources to support APGA.	
Schedule a midyear check-in meeting prior to December 20.	
Review progress on the APGA and evidence of progress.	
Facilitate conversation on APGA progress.	
Recommend adjustments, as needed, to the APGA.	
Locate and leverage resources to support APGA.	
Schedule the portfolio presentation meeting.	
Schedule the post-APGA meeting.	
Rate evidence on APGA completion.	
Provide feedback on APGA completion.	
Identify areas for improvement and support.	