

Goal Setting Plan for Administrators

Name: _____

Supervisor: _____

Position: _____

Program: _____

Department: _____

*This goal setting plan must be submitted to your supervisor at the **beginning of the year** meeting by **November 1**. The goal will be mutually agreed upon by the administrator and supervisor. A mid-year check in meeting will occur between the administrator and their supervisor to review progress to date, provide input and feedback and to share resources and discuss any questions that may arise by **January 31**. This meeting will be non-evaluative. **By June 1**, the administrator will submit evidence of goal achievement to their supervisor. At the **end-of-year meeting**, the supervisor will review the evidence and provide a rating to the administrator for the goal-setting and attainment measures.*

SMART GOAL: (specific, measurable, achievable, relevant and timebound)

Professional Standards for Educational Leaders to be addressed:

- Standard 1. Mission, Vision, and Core Values
- Standard 2. Ethics and Professional Norms
- Standard 3. Equity and Cultural Responsiveness
- Standard 4. Curriculum, Instruction, and Assessment
- Standard 5. Community of Care and Support for Students
- Standard 6. Professional Capacity of School Personnel
- Standard 7. Professional Community for Teachers and Staff
- Standard 8. Meaningful Engagement of Families and Community
- Standard 9. Operations and Management
- Standard 10. School Improvement

Baseline Data to be Used (if relevant):

Strategy to be Implemented:

Evidence to be Collected of Goal Achievement:

Signature of Employee

Date

Signature of Supervisor

Date