

Iowa Individual Administrator Professional Development Plan

to be developed collaboratively by administrator and supervisor

Name: _____ School: _____ District: _____ AEA: _____

District or Building Focus

STEP 1 **General District Goal Area** (from CSIP or other improvement plan) If using a goal area not included in a plan, include data to show need for focusing leadership in this area.

STEP 2 **Specific School or District Goal** (for above general goal area)

STEP 3 Specific Leadership Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review

STEP 4 Learning Goals* (1-3 things the administrator will learn to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See next page.

STEP 5 **Supports for Plan Implementation** (mark all that apply and describe)

Supervisor/Board: <input type="radio"/>	AEA/Regional: <input type="radio"/>	Peer: <input type="radio"/>	Other: <input type="radio"/>

Administrator Signature/Date _____ Supervisor Signature/Date _____

SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

S Strategic and Specific	M Measurable	A Attainable	R Results-based	T Time-bound
Strategic - Select a high-leverage goal that will make a difference. Specific - Clearly define what you will do and how you will do it.	Establish concrete criteria for tracking progress and determining success.	Select a goal you have a reasonable expectation of achieving (a "stretch" goal that is not easy, but doable).	Clearly define the results you expect to see.	Establish a starting and ending date for completion of the goal.

Leadership Goal				
R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.
Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)				

Learning Goal				
R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.
Final learning goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)				