

Iowa Individual Administrator Professional Development Plan

to be developed collaboratively between 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 which shows the need for focusing your leadership actions 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	Measures of Success/ Indicators of Progress	Start & End Dates	Review Date(s)	Items discussed during review
	1.					
	2.					
	3.					

Step 4	Learning Goals * (1-3 things the administrator will LEARN to more effectively implement step 3)	Related ISSL	Measures of Success/ Indicators of Progress	Start & End Dates	Review Date(s)	Items discussed during review
	1.					
	2.					
	3.					

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.

Step 5 **Supports for Plan Implementation** (check all that apply and describe)

☐ Supervisor/Board _____
 ☐ AEA/Regional _____
☐ Peer _____
 ☐ Other _____

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

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

M – Measurable

Establish concrete criteria for tracking progress and determining success.

A – Attainable

Select a goal you have a reasonable expectation of achieving (a “stretch” goal that is not easy, but doable).

R – Results-based

Clearly define the results you expect to see.

T – Time-bound

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 demonstrate progress and determine your success? Be specific.	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.

Final 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 demonstrate progress and determine your success? Be specific.	T – What is the timeframe for completing the goal? List start date, review date(s) and end date.

Final goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)
