

## Iowa Individual Administrator Professional Development Plan

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **District:** \_\_\_\_\_ **AEA:** \_\_\_\_\_

**District or Building Focus**

**General District Goal Area** (from CSIP or other improvement plan)

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

Step 1  
 Step 2

Step 3

Specific Leadership Goals*	Related ISSL	Indicators of Progress	Start & End Dates	Review Date(s)	Items discussed during review

Step 4

Learning Goals*	Related ISSL	Indicators of Progress	Start & End Dates	Review Date(s)	Items discussed during review

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

Supervisor/Board:  
 Peer:

AEA/Regional:  
 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**

<b>R</b> – What result do you hope to achieve? Be specific.	<b>S</b> - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	<b>A</b> – 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.	<b>M</b> – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	<b>T</b> – What is the timeframe for completing the goal? List start date, review date(s) and end date.

**Final leadership goal statement:**

**Learning Goal**

<b>R</b> – What result do you hope to achieve? Be specific.	<b>S</b> - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	<b>A</b> – 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.	<b>M</b> – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	<b>T</b> – What is the timeframe for completing the goal? List start date, review date(s) and end date.

**Final learning goal statement:**

### REMEDATION TARGET

A Remediation Target should be identified for each standard or significant performance indicator identified and supported with evidence as unsatisfactory by the superintendent or designee. A separate target should be written for each performance indicator. The number of targets should be limited to no more than five (5). The timelines should be completed within the next 12-month evaluation cycle.

Remediation Target Number: \_\_\_\_\_ Date Target Developed: \_\_\_\_\_

Performance Indicator to be Remediated	Remediation Target (w/measurable outcomes)	Action Steps	Evidence of Progress	Summary Rating Satisfactory/ Unsatisfactory

Superintendent/Designee Comments:

Principal Comments:

Signatures: \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent/Designee \_\_\_\_\_ Date \_\_\_\_\_  
 Principal \_\_\_\_\_ Date \_\_\_\_\_