

Rating SMART Goals

		Yes	No
Specific	The plan for attaining professional learning goals is clear. It identifies one or more formal professional learning activities, where the activities will occur, what scope and sequence of the activities are, who will support learning, what resources are needed, how learning will be applied in practice, and what evidence will be provided to show activities have been completed.		
Measurable	Criteria for completion of the professional development activities are clearly measurable because specific evidence of completion is identified. Criteria for applying learning to leadership practices also are clearly measurable because specific evidence for applying learning to leadership practices has been identified.		
Attainable	The rationale for selecting professional learning activities is ambitious but attainable, given the leader's career trajectory, available time, learning preferences, and resources. The proposed application of learning to practice also is ambitious and attainable, given the leader's career trajectory, time, and school context.		
Realistic	The rationale for the goal is clearly linked to summative ratings on performance evaluations and school or district leadership improvement plans. Application of learning is linked to performance levels in the Five Essential Practices of School Leadership framework and school or district improvement objectives.		
Timely	Times, dates, and benchmarks for professional development and application of learning have been defined. Professional development and application of learning occurs within one school year.		

Instructions

The Administrator Professional Growth Planning (APGP) Template is designed to facilitate the school-level administrator's professional development. The school-level administrator uses it to set APGP goals as well as to track and reflect on professional development or goal-related activities; the supervisor uses it to review and score the administrator's APGP progress at the conclusion of the evaluation cycle.

Three goals must be included in the plan:

- **Extension goal:** A goal addressing an area of strength that the principal would like to build upon to demonstrate distinguished performance.*
- **Growth goal:** A goal addressing an area of needed growth or improvement (informed by data, previous evaluation results and self-assessment).
- **School or district goal:** A goal related to school or district improvement goals identified through the **education system improvement process** linked to the U.S. Virgin Islands Department of Education (VIDE) state priorities.

*If an administrator's evaluation rating is below *proficient*, then two goals will support growth rather than including an extension goal to address an area of strength.

Complete instructions on identifying, developing, and tracking goals, activities, and summative reflection are provided in the **Administrator Professional Growth Guidance** document.

Use multiple data sources, including student data, principal evaluation results, and school- and district-identified priorities, and develop at least three goals. Indicate the type of goal (extension, growth, or school or district), the related VIDE Principal Leadership Practice and Quality Indicator, and the rationale for the goal. The goal should be written as a SMART (specific, measurable, attainable, realistic, and timely) goal.

Goal 1			
Goal Statement (SMART Goal):		Goal Type <input type="checkbox"/> Extension <input type="checkbox"/> Growth <input type="checkbox"/> School/District	
Five Essential Practices Addressed:			
Five Essential Practices Indicator(s):			
Rationale (refer to student, school improvement plan, district improvement plan, or principal evaluation data):			
Proposed Professional Learning Activities	Targeted Completion Dates	Outcomes (What is the outcome of the activity?)	Application (How do you plan on applying the learned skills?)

Measurement of Progress and Success in Meeting APGP Goals

Identify how progress and achievement of each goal will be measured.

Evidence of Activity Completion and Application of Learning	Date
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

Notes

Provide a description of any changes and rationale for changes.

Description and Rationale for Change	Date
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

Goal 2			
Goal Statement (SMART Goal):		Goal Type <input type="checkbox"/> Extension <input type="checkbox"/> Growth <input type="checkbox"/> School/District	
Five Essential Practices Addressed:			
Five Essential Practices Indicator(s):			
Rationale (refer to student, school improvement plan, district improvement plan, or principal evaluation data):			
Proposed Professional Learning Activities	Targeted Completion Dates	Outcomes (What is the outcome of the activity?)	Application (How do you plan on applying the learned skills?)

Measurement of Progress and Success in Meeting APGP Goals

Identify how progress and achievement of each goal will be measured.

Evidence of Activity Completion and Application of Learning	Date
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

Notes

Description and Rationale for Change	Date
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

Provide a description of any changes and rationale for changes.

Goal 3			
Goal Statement (SMART Goal):		Goal Type <input type="checkbox"/> Extension <input type="checkbox"/> Growth <input type="checkbox"/> School/District	
Five Essential Practices Addressed:			
Five Essential Practices Indicator(s):			
Rationale (refer to student, school improvement plan, district improvement plan, or principal evaluation data):			
Proposed Professional Learning Activities	Targeted Completion Dates	Outcomes (What is the outcome of the activity?)	Application (How do you plan on applying the learned skills?)

Measurement of Progress and Success in Meeting APGP Goals

Identify how progress and achievement of each goal will be measured.

Evidence of Activity Completion and Application of Learning	Date
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.

Notes

Provide a description of any changes and rationale for changes.

Description of Changes and Rationale	Goal #
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.
Click here to enter text.	Choose an item.