

**ADMINISTRATIVE GUIDELINES FOR ANNUAL ACADEMIC
COORDINATOR/DEPARTMENT HEAD/TEAM LEADER NOMINATIONS**

Academic Coordinators, Department Heads and Team Leaders shall meet with their building administrator(s) annually to review and set SMART (Specific, Measureable, Attainable, Realistic, Timely) Goals for their respective groups. Data from both formative and summative assessments should be considered.

Compensation will be based on negotiated settlements with GWEA and GWAT.

Revised: 4/6/09