

Puyallup School District – Central Management Team (CMT) Instructional Leadership Administrators Goal Setting Template

Employee Name: _____ Employee ID #: _____

Employee Job Title: _____ Evaluation Year: _____

Evaluator: _____

Pre-planning Template for Goal Setting - Questions to Consider
<p>Developing and Communicating a Shared Vision</p> <ul style="list-style-type: none"> • What do we want the change to look like once it has been fully implemented? • How do we ensure that the vision is a shared vision?
<p>Planning and Providing Resources</p> <ul style="list-style-type: none"> • What time, tools, and staff will be needed for ongoing planning, professional learning, and collaboration? • How will we know that our plan has been implemented and is having the desired impact?
<p>Investing in Professional Learning</p> <ul style="list-style-type: none"> • What professional learning does the staff need to be engaging in to accomplish the stated objective? • How do we design and provide ongoing professional learning to meet educator needs throughout the process of implementation?
<p>Checking Progress</p> <ul style="list-style-type: none"> • What types of data do we need? <ul style="list-style-type: none"> • Evidence of implementation • Evidence of impact • How do we use the data we collect?
<p>Continuing to Give Support</p> <ul style="list-style-type: none"> • What forms of assistance will maintain the momentum of implementation? • How can we incorporate what we learn from monitoring to make necessary adjustments?
<p>Ensuring Equity</p> <ul style="list-style-type: none"> • How will your team advance equity initiatives? To what degree? How do you know? • How do we address district and school structures that limit our ability to ensure equity?
<p>Creating an Atmosphere and Context for Change</p> <ul style="list-style-type: none"> • How do we create and maintain a sense of urgency about the need for implementation of the change? • How do we build a sense of mutual responsibility and accountability for implementation?
<p>Yearly Reflection</p> <ul style="list-style-type: none"> • Did you and/or the team succeed in advancing equity? To what degree? How do you know? (What evaluation tools and measures were used to determine the outcomes of the decision?) If no, what steps will be taken to ensure equity is still achieved? • Who helped in ways that were not expected? • Were there positive or negative unintended consequences? Explain. • How did you and/or the team invite authentic feedback (especially from those most impacted) on the decision-making process and outcomes?

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Employee: Complete Goal Template and Submit to Evaluator

What do you want to accomplish?				
Who are your stakeholders?				
Goal statement (intended results for stakeholders):				
Order of Planning				
INPUTS	ACTIONS/OUTPUTS	OUTCOMES/IMPACT		
RESOURCES <i>Time, Materials, People</i>	ACTIVITIES/PRODUCTS <i>Professional Learning/Evidence</i>	<u>INITIAL</u> EDUCATOR LEARNING OUTCOMES <i>Changes in stakeholder knowledge, skills, & dispositions</i>	<u>INTERMEDIATE</u> STAKEHOLDERS PRACTICE OUTCOMES <i>Changes in practice</i>	<u>INTENDED</u> OUTCOMES <i>Student achievement, facility improvement, diversify workforce, etc.</i>
Order of Implementation				