

Examples of Effective SMART Goals*

Analyst / Technician

Increase the departmental percentage of 48-hour responses to school requests from [#] to [#] by [date] by responding within 48 hours to [# or %] of all requests assigned to me.

Coordinator / Manager

By the time of the [description] event on [date], our attendee guaranteed number of campus principals will increase by 20% from [#] in [year] to [#] in [year] by communicating with the invitee list a minimum of [#] times in the month ahead. This supports the foundation's effort to draw stronger connections between corporate sponsors and District leaders so that corporate decision makers realize the impact of their contributions to the District.

Coordinator / Specialist

Produce and release a minimum of three types of large-scale marketing assets targeting parents of preschool-aged children (e.g., video, mailer, media story) per month to support the department's goal of increasing Pre-K enrollment from [#] to [#] (increase of [#] minimum) before [date].

Custodian

In support of the department's goal of increasing the satisfaction rate for regular custodial services to [# or %] by [date], using a custodial service checklist, I will increase the percentage of assigned duties and completed requests to [# or %] by [date].

Driver

Aligned to the department's goal of increasing the timeliness of routes from [# or %] last year to [# or %] by [date], I will increase the on-time accuracy of my assigned routes to [# or %] by [date] by mitigating delays. This includes collaborating with colleagues and stakeholders and checking traffic between stops as needed while adhering to all safety protocols.

Executive Assistant

To assist the department's goal of [%] excellent customer service reported, I will support executives by handling meeting/calendar requests for Deputy Chiefs with [%] excellent customer service and responsiveness with no more than one person per month having to ask for status updates on getting meetings scheduled.

Executive Director / Deputy Chief

To support timely identification of students and equitable allocation of resources, the overall District [assessment] completion rate will increase from [%] to [%] by [date].

Manager / Director / Executive Director

Aligned with the District mission of providing equitable opportunities to students, the [description] Department will increase the number of High Priority Campuses participating in [description] department-funded opportunities, e.g., extracurricular/co-curricular activities and offerings from [#] to [#] campuses by [date].

NOTES

- *These examples are provided for reference/idea generation use only.*
- *Goals differ by department, role, and employee duty assignment and should be developed in collaboration between employee and supervisor.*