

**Administrator Professional Growth Goals PLANNING WORKSHEET**

**EMPLOYEE:**

**YEAR**

**(You may attach additional pages, if needed, for additional goals.)**

The purpose of this memorandum is to document the administrator’s professional growth goal planning for the current school year in one or more the following areas: knowledge of, experience in and training in recognizing good professional performance, capabilities and development; administration and management; finance; professional preparation and scholarship; effort toward improvement when needed; interest in pupils, employees, patrons, and subjects taught in school; leadership; the ability and performance of evaluation of personnel; and other categories relevant to the position.

**Goal #1** *(Supports District goal #1 and building/program goal to improve student achievement):*

## Indicators of progress toward goal:

* Specific strategies:

**Goal #2** *(supports building/program goal)*:

## This goal supports building/program goal #

* Indicators of progress toward goal:

Specific strategies:

*(over, please)*

**Goal #3** *(optional)*:

## Indicators of progress toward goal:

* Specific strategies:

**Goal #4** *(optional)*

## Indicators of progress toward goal: Specific strategies:

Employee Name (please print) Employee Signature

Evaluator Name (please print) Evaluator Signature

## Date of Initial Conference

***Make copy for Evaluator file.***

***Do not send to HR.***