

**Iowa Individual Administrator Professional Development Plan**  
to be developed collaboratively between administrator and supervisor

Name:

School: Superintendent Sample

District:

AEA:

**District or Building Focus**

**Step 1** General District Goal Area (from CSIP or other improvement plan) If using a goal area not included in a plan, include data which shows the need for focusing your leaders actions in this area.  
District support services will operate efficiently and contribute to improved student achievement.

**Step 2** Specific School or District Goal (for above general goal area)  
Financial resources will be monitored and distributed to promote long-term stability and planning.

**Step 3**

Specific Leadership Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review
By March of 2009, the superintendent will present a summary financial health document to the board which will include a five-year trend analysis of unspent balances, solvency ratio, taxation rates, total resources, total expenditures and enrollment projections.	3	Document providing detailed trend analysis.	7/1/08 6/30/09	March '09	

**Step 4**

Learning Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items discussed during review
Superintendent will attend ISLFC component on financial reporting. S/he will also contact IASB's Larry Sigel for consultation.	3	Completion of ISFLC component. Meeting with IASB.	Dec. '08 Feb. '09	March '09	

\*Administrators are encouraged to use "SMART Goal" design to develop goals. See page 2.

Arator Signature/Date \_\_\_\_\_

Other: \_\_\_\_\_

Supervisor Signature/Date \_\_\_\_\_

Work Paper #3

### SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

**S – Strategic and Specific**

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

**M – Measurable**

Establish concrete criteria for tracking progress and determining success.

**A – Attainable**

Select a goal you have a reasonable expectation of achieving (a "stretch" goal that is not easy, but doable).

**R – Results-based**

Clearly define the results you expect to see.

**T – Time-bound**

Establish a starting and ending date for completion of the goal.

#### Leadership Goal

R – What result do you hope to achieve? Be specific.	S - What <b>specific</b> leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What <b>measures</b> (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the <b>timeframe</b> for completing the goal? List start date, review date(s) and end date.
A complete district financial analysis to guide decisions of the board.	Construct a five-year trend analysis document in all key financial areas.	The likelihood is high. The analysis will allow the district to plan and maximize resources.	The document's development.	By budget certification time in 2009.

**Final leadership goal statement:** (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

#### Learning Goal

R – What result do you hope to achieve? Be specific.	S - What <b>specific</b> leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What <b>measures</b> (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the <b>timeframe</b> for completing the goal? List start date, review date(s) and end date.
To understand where to get specific data and what target goals should be.	Receiving ISFLC training.	High. ISFLC presenters have experience with this process.	Completion of ISFLC.	December '09.

**Final learning goal statement:** (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)