

GOAL SETTING WORKSHEET (LCS Required)

Examples are provided; please replace examples with your goals, standards, artifacts, etc.

Name: _____ School: _____ School Year: _____

<u>Goal:</u> Create a schedule that provides daily common planning time for all classroom teachers							
<u>Standard(s) and Element(s) addressed by the Goal:</u> Instructional Leadership: b. Focus on Instructional Time: The principal creates processes and schedules which protect teachers from disruption of instructional or preparation time.							
<u>Actions to be taken to meet the Standard(s) and Element(s):</u> <ul style="list-style-type: none"> ○ Staff meeting to surface instructional planning time needs ○ SIT meeting to plan process develop plan to share with staff ○ Focus group meetings with classroom teachers, specialists, EC/ESL staff, assistants, parents. ○ Feedback shared from focus groups ○ Schedule committee formed ○ Optional plans shared ○ Select schedule option. ○ Plan a four week "trail run" 	<u>Timeline for Progress:</u> Complete by March 2008 Monthly Meetings to review process and procedures Through Teachers/Administrators: Communicate expectations by the end of the first week of school and periodically as recommended by School Improvement Team. Monthly Newsletter, mailings, School Functions (e.g. Back to School Night)						
How will you Monitor Progress toward Goal Attainment and which artifacts would illustrate such progress? Monthly staff meetings and SGC meetings <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">SIT meetings</td> <td>SIT Minutes</td> </tr> <tr> <td>Newsletters</td> <td>Newsletters and Feedback sessions</td> </tr> <tr> <td>The development of a new schedule</td> <td>SGC Minutes and Faculty meeting minutes.</td> </tr> </table>		SIT meetings	SIT Minutes	Newsletters	Newsletters and Feedback sessions	The development of a new schedule	SGC Minutes and Faculty meeting minutes.
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