

Goal Writing & Planning Worksheet

By **October 31st**, each educator is responsible for proposing at least:

- One goal for **student learning**, growth and achievement
- One goal for **professional practice**
- Goals can be developed individually, or in teams, but must be approved by your evaluator

Part I: Student Learning Goal

Create a student learning goal based on the student learning needs you identified in your Self-Assessment Planning Worksheet. In writing this goal, consider which of the practices defined by the Standards and Indicators of Effective Teaching Practice Rubric that you want to emphasize.

Specific & Strategic	What is your specific and targeted goal?
Measurable	How will you know that you have achieved your goal? What instruments will you used to measure progress?
Action-Oriented	What action steps will you take to achieve your goals?
Rigorous, Results Oriented, Resources, and Realistic	What supports are available to help you achieve your goal? How will you use these resources?
Timed and Tracked	What is your timeline, including progress monitoring for each action step?

Goal Writing & Planning Worksheet

Sample sentence structures for writing a Student Learning Goal:

Sample 1

Based on the fact that _____ (x %) of students currently score _____ on the _____ (assessment), my goal is that by _____ (when-final date) _____ (x %) will score _____ on the same assessment. The first step that I need to take to achieve my student learning goal is _____ by _____ (when), followed by _____ by (when), and lastly _____ by (when). My student learning goal is connected to _____ (refer to the specific standard, element, indicator). To achieve my student learning goal in this timeframe, I will utilize (rely on) _____ (supports). I will use these supports in the following ways: _____.

Throughout the school year, I will track and monitor my progress for each action step (by using/by completing) _____. In the end, I will know that I achieved my student learning goal if my students _____. I will use _____ to measure and determine my progress on this goal.

Sample 2

Based on my analysis of _____ (data, assessment), where students _____ (performed, scored, did not meet, demonstrated) _____, students need _____. As a result, my student learning goal is that by _____ (when-final date), my students will _____ (perform, score, meet, exceed, demonstrate) on _____ (type of assessment, exercise, skill). The first step that I need to take to achieve my student learning goal is _____ by _____ (when), followed by _____ by (when), and lastly _____ by (when). My student learning goal applies to _____ (refer to the specific standard, element, indicator).

To achieve my student learning goal by this time line, I will utilize (rely on) _____ (supports). I will use these supports in the following ways: _____.

I will track and monitor my progress throughout the school year (by using/by completing) _____. In the end, I will know that I achieved my student learning goal if my students _____. I will use _____ to measure and determine my progress on this goal.

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Part II: Professional Practice Learning Goal

Create a professional practice goal that would support the accomplishment of your student learning goal. In writing this goal, consider which of the practices defined by the Standards and Indicators of Effective Teaching Practice Rubric, would have the most leverage in helping you to achieve the student learning goal. Refer back to the notes from your Self-Assessment Planning Worksheet.

Specific & Strategic	What is your specific and targeted goal?
Measurable	How will you know that you have achieved your goal? What instruments will you used to measure progress?
Action-Oriented	What action steps will you take to achieve your goals?
Rigorous, Results Oriented, Resources, and Realistic	What supports are available to help you achieve your goal?
Timed and Tracked	What is your timeline, including progress monitoring for each action step?

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Sample sentence structures for writing a Professional Practice Goal:

Sample 1

Based on my analysis of _____ (student surveys/feedback, parent surveys/feedback, evaluator feedback, assessment data, observations), the data suggests that I need to (improve, complete, collaborate, develop, facilitate) _____, my professional practice goal is to _____ by _____ (when-final date). This goal will not only impact my professional practice by _____ (in what ways), but also impact student learning by _____ (in what ways). The first step that I need to take to achieve my professional practice goal is _____ by _____ (when), followed by _____ by (when), and lastly _____ by (when). To achieve my professional practice goal by this time line, I will utilize (rely on) _____ (supports). I will use these supports in the following ways: _____ . My professional practice goal is connected to _____ (refer to the specific standard, element, indicator). I will track and monitor my progress throughout the school year, for each action step (by using/by completing) _____. In the end, I will know that I achieved my professional practice goal if my students and I _____. I will use _____ to measure and determine my progress on this goal.

Sample 2

Data from (student surveys/feedback, parent surveys/feedback, evaluator feedback, assessment data, observations) suggests _____. In order to _____ (increase, develop, strengthen, create, build), my professional practice goal is to _____ by _____ (when-final date). This goal will benefit my students and me by _____ (in what ways). The steps that I need to achieve my professional practice goal involve: 1) _____ by (when), 2) _____ by (when), and 3) _____ by (when). To achieve my professional practice goal by this time line, I will utilize (rely on) _____ (supports). I will use these supports in the following ways: _____. My professional practice goal is connected to _____ (refer to the specific standard, element, indicator). I will track and monitor my progress throughout the school year, for each action step (by using/by completing) _____. In the end, I will know that I achieved my professional practice goal if my students and I _____. I will use _____ to measure and determine my progress on this goal.

Goal Writing & Planning Worksheet

Use the space below to gather feedback on your proposed goals, before inputting your goals into Teachpoint.

A large, empty rectangular box with a thin black border, intended for gathering feedback on proposed goals. The box is currently blank.