



Miami-Dade County Public Schools

**INSTRUCTIONAL PERFORMANCE EVALUATION AND GROWTH SYSTEM
GOAL SETTING FOR LEARNER/PROGRAM PROGRESS FORM**

Professional's Name _____ **Employee #** _____

Worksite _____ **Job Title** _____ **School Year** _____ - _____

This form is a tool to assist professionals in setting a goal that results in measurable learner/program progress.

Directions

Professionals – When applicable, learner achievement/progress should be the focus of the goal. Enter information electronically into the cells for sections I-V and save your document.

Assessors – Review sections I-V using the SMART criteria. Maintain original forms and provide copies to the professionals. The highlighted cells contain boxes for assessors to check after receiving additional documentation from the professional.

I. Setting: Describe the population and special learning circumstances.		
II. Content/Subject/Field Area: Describe the area/topic addressed based on learner achievement, data analysis, or observational data.		
III. Baseline Data: Describe what the current data show(s). <input type="checkbox"/> Data attached		
IV. Goal Statement: Describe what you want learners/program to accomplish.		
V. Means for Attaining Goal: Describe strategies to accomplish the goal. Strategies relate to the following (check all that apply): <input type="checkbox"/> Sunshine State Standards <input type="checkbox"/> Technology <input type="checkbox"/> Assessment <input type="checkbox"/> Literacy <input type="checkbox"/> Learning Environment/Climate <input type="checkbox"/> School Safety <input type="checkbox"/> Family Involvement <input type="checkbox"/> Professional Development Activity* * One strategy must address a professional development activity that supports the goal. *To count as a professional development activity, master plan points/credit should be offered to the professional.		
Strategy	Measurable By	Target Date
VI. Mid-Year Review: <input type="checkbox"/> Data Received	<i>The professional should bring a description of goal progress and strategy adjustments, if any to the mid-year review. The assessor attaches the documentation to the original goal setting form.</i>	
VII. End-of-Year Data Results: <input type="checkbox"/> Formal Data Received	<i>The professional should submit a summary on the Documentation Cover Sheet-Teacher.</i> Progress Toward Goal: yes <input type="checkbox"/> no <input type="checkbox"/> Goal Attainment: yes <input type="checkbox"/> no <input type="checkbox"/>	

The initial goal should be submitted by the date of the first interim progress report or within 25 calendar days of assignment.

Signatures

Initial Goal: Assessor _____ Date _____ Professional _____ Date _____
Mid Year: Assessor _____ Date _____ Professional _____ Date _____
End of Year: Assessor _____ Date _____ Professional _____ Date _____