



Woodland Park School District

2015-16 Professional Practice Goal Planning Sheet

Name: SAMPLE

Position/Title: OFFICE STAFF

School: WPSD

Date Developed: August 13, 2015

Direct Supervisor: PRINCIPAL

Evaluator: PRINCIPAL

Professional Practice Goal:

GOAL (What?) - State the Goal (Must be Specific, Measurable, Ambitious but Achievable, Relevant, & Time Bound)

Build proficiency in 2 online District platforms.

SOURCES (Why?) - Describe sources consulted that indicate the need for the goal (Professional Practice Rubric, District/School Goals, Best Practices, etc...)

To be efficient in my position, I must be know how to use these tools effectively.

PLAN (How?) - Outline steps and actions (Include timelines and details)

See Action Plan Chart

EVALUATION (Outcome?) - Explain how the goal will be measured

New skills will be demonstrated and shared with my evaluator at review conferences and during observations.

ACTION PLAN:

Steps	Timeline	Progress	Done
Identify the two major online platforms that are tied most directly to my position	September		
Seek knowledge to build skills (online resources, tutorials/webinars, expertise in the District,...)	1 st Quarter		
Practice skills	2 nd & 3 rd Quarter		
Demonstrate and share with evaluator	Ongoing		

Possible Examples

Infinite Campus – Queries, Reports, Attendance Module, Data Uploads, Flags,...

Google – Mail options, Calendars, Drive, Apps,...

Office Suite – Excel manipulations, Word Mail Merges, Publisher,...

Alio, RSchools, School Funds – Functions, Reports,...

School Website – Calendars, Posts, Page Designs,...