

Tool 3.2

Writing a “SMART” Goal

List student learning goals as listed in the District CSIP goals section.

List the measurable annual objectives or annual improvement goals in the area of instruction.

Write a district professional development target. A PD target identifies the content and the skill set that we want teachers to develop and has the following elements:

Strategic/ Specific	Focused on the vital few areas in critical need of attention and targeted on students and skills in need of improvement.
Measurable	Use the data from multiple formative and summative measures to make adjustments in instructional practice.
Attainable	Is the goal designed to cause us to stretch, yet within our reach?
Results-based	Are the concrete benchmarks that have been created motivating us to strive for even greater results?
Time-specific	Establish a time frame that will strengthen accountability and commitment.

Example

Who (non proficient 8th grade subgroups)	Specific
How will we measure it (as measured by ITBS vocabulary subtest)	Measurable
Is going to be doing what (increase the number of students proficient in vocabulary skills)	Attainable
How much (from 58.7% to 64%)	Results-based
When (during the 2008-2009 school year)	Time specific

Note: Although SMART goals are widely used across the state, this format is not required.