

ADMINISTRATOR ACTION PLAN SHEET

Candidate's Name _____

Goal:

Objective:

Activities

Indicators of Success

Rationale

Documentation

Estimated Hours*

Activities

Indicators of Success

Rationale

Documentation

Estimated Hours*

Activities

Indicators of Success

Rationale

Documentation

Estimated Hours*

Attach additional sheets if necessary.

Candidate's Signature

Date

*Estimated contact hours of professional development

Mentor's Signature

Date

ADMINISTRATOR ACTION PLAN SHEET

Candidate's Name _____

Goal 1: *Increase my effectiveness leading faculty/staff meetings that deal with curriculum and instruction.*

Objective: *To increase my knowledge about instructional techniques at my level so I will feel more knowledgeable leading discussions.*

Activities

Attend MASCD Institute on Teaching Styles. Summer 1990

Indicators of Success

I will lead three staff discussions about teaching styles and relevance to us.

Rationale

I am very efficient as a leader of managerial aspects of the school/district (schedules, student problems, purchasing, maintenance) but I am not comfortable or as effective leading in the instructional and curriculum areas. (Ed. Leadership Knowledge Area)

Documentation

Journal; Institute Program

Estimated Hours*

30

Activities

Take "Evaluation of Instruction" at UMaine, Fall 1990

Indicators of Success

I will try out three new ways to provide feedback to teachers; I'll get feedback, too.

Rationale

I also have feedback that I should include these kinds of topics (student performance, teaching styles, curriculum review in each area) more often in our regular meetings.

Documentation

Journal; Teacher's Note

Estimated Hours*

50

Activities

Indicators of Success

Rationale

Documentation

Estimated Hours*

Attach additional sheets if necessary.

*Estimated contact hours of professional development

Candidate's Signature

Date

Mentor's Signature

Date