

Sample Administrator Template and Goals

Principals and Assistant/Vice Principals set Administrator Goals with their superintendent by November 15, 2013 based on a final score of 1-4. The following pages provide a sample goal template and example goals; districts may use these forms or develop their own. A copy of the form should be given to the administrator and placed in his or her personnel file.

Administrator Goal Template

Administrator		School		
Rationale				
Administrator Goal				
Baseline Data (Append to form as appropriate)				
Scoring Plan				
Goal Attainment Based on Percent of Students Achieving Target				
<u>Target Score</u>	<u>Exceptional (4)</u>	<u>Full (3)</u>	<u>Partial (2)</u>	<u>Insufficient (1)</u>
Approval				
Administrator: Signature _____		Date Submitted:		
Evaluator: Signature _____		Date Approved:		
Results				
Percentage achieved:		Administrator Goal Score:		Date:
Administrator Signature: _____				
Evaluator Signature: _____				

Sample Administrator Template and Goals

Administrator		School		
W. Bowen		Tilghman School		
Rationale				
The basic literacy skills of reading, writing, and reasoning with print are essential. Current data shows lagging middle school student proficiency in the area of language arts and literacy as measured by the NJ ASK.				
Administrator Goal				
During the 2013-14 school year, 60% of students in grades 5, 6, and 7 who scored Partially Proficient on the 2012-13 Language Arts NJ ASK will score in the Proficient or Advanced Proficient range.				
Baseline Data (Append to form as appropriate)				
NJ ASK scores from 2012-13				
Scoring Plan				
Goal Attainment Based on Percent of Students Achieving Target				
<u>Target Score</u>	<u>Exceptional (4)</u>	<u>Full (3)</u>	<u>Partial (2)</u>	<u>Insufficient (1)</u>
≥ 200 on NJ ASK	Greater than 65%	55%-65%	34%-54%	Less than 34%
Approval				
Administrator: <i>W. Bowen</i> Signature _____			Date Submitted: 10/8/13	
Evaluator: <i>J. Hibben</i> Signature _____			Date Approved: 10/15/13	
Results				
Percentage achieved: 58%		Administrator Goal Score: 3		Date: 8/15/14
Administrator Signature: _____				
Evaluator Signature: _____				

Sample Administrator Template and Goals

Administrator		School		
H. Shapiro		Dickinson High School		
Rationale				
High school students' experience with college-level curricula has been found to be a predictor of success in higher education. An analysis has found that Dickinson High students are taking advantage of Advanced Placement (AP) course offerings less frequently than their peers in comparable schools. Out of 2000 students in 2011-12, 300 successfully completed at least one AP class.				
Administrator Goal				
During the 2013-14 school year, 340 students (40 more than in 2011-12) will successfully complete an AP course as measured by:				
<ul style="list-style-type: none"> A. score of 3, 4, or 5 on the AP test <u>and</u> B. A course grade of C or better. 				
Baseline Data				
Baseline Data consisted of AP course participation levels, test scores, and course grades from 2011-12 and 2012-13.				
Scoring Plan				
Goal Attainment Based on Percentage of Students Achieving Target				
<u>Target Score</u>	<u>Exceptional (4)</u>	<u>Full (3)</u>	<u>Partial (2)</u>	<u>Insufficient (1)</u>
(1) score of 3-5 on AP exam (2) course grade of C or better	Greater than 345 students	335-345	310-334	Less than 310
Approval				
Administrator: <i>H. Shapiro</i> Signature _____			Date Submitted: 10/8/13	
Evaluator: <i>J. Carnahan</i> Signature _____			Date Approved: 10/15/13	
Results				
Number achieved: 321		Administrator Goal Score: 2		Date: 7/1/14
Administrator Signature: _____				
Evaluator Signature: _____				

Sample Administrator Template and Goals

Administrator		School		
F. Patton		Maclean Elementary School		
Rationale				
In past years, our district has found a strong correlation between kindergarten students scoring at proficient levels in phonemic awareness and early reading success in future grades.				
Administrator Goal				
90% of kindergarten students will grow at least 12 sounds at each administration (winter and spring) of the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) or reach 25 sounds per minute by the end of the school year.				
Baseline Data				
Baseline data will be collected from the fall administration of DIBELS.				
Scoring Plan				
Goal Attainment Based on Percent of Students Achieving Target				
<u>Target Score</u>	<u>Exceptional (4)</u>	<u>Full (3)</u>	<u>Partial (2)</u>	<u>Insufficient (1)</u>
Increase 12 sounds at ea. DIBELS <u>or</u> 25 sounds/ min. by end of year	Greater than 94%	87%-94%	75-86%	Less than 75%
Approval				
Administrator: <i>F. Patton</i> Signature _____		Date Submitted: 10/8/13		
Evaluator: <i>J. Carnahan</i> Signature _____		Date Approved: 10/15/13		
Results				
Percentage achieved: 95%		Administrator Goal Score: 4		Date: 6/1/14
Administrator Signature: _____				
Evaluator Signature: _____				