

**NORFOLK PUBLIC SCHOOLS  
TENURED TEACHER  
ANNUAL SMART GOAL SETTING DIRECTIONS**

### **Rationale**

- An annual goal-setting process will result in the establishment and monitoring of at least one professional SMART Goal for each tenured teacher during the school year. SMART Goals are: **S**trategic and **S**pecific, **M**easurable, **A**ttainable, **R**esults-Oriented, and **T**imebound. This goal-setting process will help ensure continuous improvement as the teacher and supervisor collaboratively develop and monitor the achievement of this goal.

### **SMART Goal Setting Process**

- Unless directed by the supervisor, the teacher may choose a SMART Goal representing any of the four teaching domains. This SMART Goal may be based on a prior performance evaluation, replicate a district-wide or school improvement goal, and/or be an individual or group goal.
- Example SMART Goal statements include the following:
  - This year, we will reduce the percentage of failing grades to 10% or less and the percentage of students unable to meet state standards to no more than 15%.
  - This year, 100% of third graders will demonstrate proficiency in reading fluency and comprehension as measured by the DIBLES Next assessment and the MAP test.
  - At least 20% of the current junior class will enroll in and complete the advanced placement American Government class next year.
  - The percentage of 10<sup>th</sup> grade students scoring above 80% on the final exam will increase to 90% by the end of the school year as measured by our common English 10 final exam.
- Once developed, the teacher and supervisor will review and approve the SMART Goal and action steps by the end of September, as indicated by both signatures of approval.
- Another option for the evaluation year of the three-year cycle is for the teacher and supervisor to establish the teacher's SMART Goal for the next school year during the summative evaluation conference.

### **Teacher's Reflections**

- The teacher will write a reflection each semester, summarizing their own progress and growth as well as identifying any obstacles or needs.
- The teacher will provide the supervisor with a copy of the first reflection by the end of the first semester, at which time a personal conference may be requested by either the teacher or supervisor.
- The teacher will provide the supervisor with a copy of the second reflection by April 1 or prior to the scheduled summative evaluation conference.

### **Supervisor's Evaluation**

- Based on the teacher's feedback, observations, and other data, the supervisor will evaluate the SMART Goal as fully accomplished, partially accomplished, or not accomplished. When a SMART Goal has been evaluated as partially accomplished or not accomplished, the supervisor will communicate in the Supervisor's Evaluation and Comments section whether the goal must be continued for the following year.
- The supervisor and teacher will conference together by the last day of school or during the summative evaluation conference, as indicated by their signatures, to review and evaluate the teacher's achievement of the SMART Goal. The teacher's signature will indicate the review and receipt of, not necessarily agreement with, the evaluation. The teacher may write additional comments or attach a written response.