

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

Teacher: _____

School Year: _____

Building: _____

Assignment: _____

SMART Goal (check most appropriate domain below):

Domain 1

Planning and Preparation

- 1.1 Demonstrating knowledge of content and pedagogy
- 1.2 Demonstrating knowledge of students
- 1.3 Setting instructional outcomes
- 1.4 Demonstrating knowledge of resources
- 1.5 Designing coherent instruction
- 1.6 Designing student assessments

Domain 2

The Classroom Environment

- 2.1 Creating an environment of respect and rapport
- 2.2 Establishing a culture for learning
- 2.3 Managing classroom procedures
- 2.4 Managing student behavior
- 2.5 Organizing physical space

Domain 3

Instruction

- 3.1 Communicating with students
- 3.2 Using questioning and discussion techniques
- 3.3 Engaging students in learning
- 3.4 Using assessment in instruction
- 3.5 Demonstrating flexibility and responsiveness
- 3.6 Student performance on summative assessments demonstrates growth

Domain 4

Professional Responsibilities

- 4.1 Reflecting on teaching
- 4.2 Maintaining accurate records
- 4.3 Communicating with families
- 4.4 Participating in a professional community
- 4.5 Growing and developing professionally
- 4.6 Showing professionalism

Action Plan

Strategies and Action Steps	Who's Responsible	Timeline	Evidence of Effectiveness

Approval of Action Plan

Teacher's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

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First Semester Teacher's Reflection (progress and growth, obstacles and needs):

Teacher: _____

Date: _____

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 the teacher or supervisor.

Second Semester Teacher's Reflection (progress and growth, obstacles and needs):

Supervisor's Evaluation and Comments

Completion of Goal

_____ Fully Accomplished – SMART Goal has been carried out and achieved as written.

_____ Partially Accomplished – SMART Goal has been carried and achieved only in part.

_____ Not Accomplished – SMART Goal has not been carried out and achieved at all.

Teacher's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

The teacher will provide the supervisor with a copy of the second reflection prior to April 1 or prior to scheduling evaluation conference. The supervisor and teacher will conference together to review the teacher's achievements of the goal by the last day of school or during the evaluation conference. The teacher's signature indicates the review and receipt of, not necessarily agreement with, this evaluation.