

Introduction to the *Goal-Setting Template*

Purpose: The Professional Goal-Setting Template allows mentors and Resident Educators to collaborate on a goal-setting process to guide the RE's growth for the academic year.

Directions:

1. Collaboratively with your evaluator and mentor, identify **two** goals that are specific, measurable, attainable, relevant and time-bound (SMART). These should align with the two priorities identified on the *Self-Assessment Summary for Resident Educators* and other data.
2. Identify strategies needed and specify action steps to meet each goal, with a clear timeline, and evidence that will show completion of each goal. Use **two** goal-setting templates (one for each goal).
3. At mid-year and end-of-year, review your progress toward goal attainment, outlining the actions taken and the evidence which supports it. Revise goals as needed.

Goal-Setting Template

Resident Educator: _____

Mentor: _____

Grade Level/Subject Area: _____

Date: _____

SMART GOAL #1:

Strategies needed to attain goal:

Beginning of Year

Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed

Mid-Year Review	
Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed
End-of-Year Review	
Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed

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Goal-Setting Template

Resident Educator: _____

Mentor: _____

Grade Level/Subject Area: _____

Date: _____

SMART GOAL #2:

Strategies needed to attain goal:

Beginning of Year

Beginning of Year	
Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed

Mid-Year Review	
Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed
End-of-Year Review	
Planned Action Steps	Timeline
Evidence Indicators/Outcomes	Resources Needed

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End-of-Year Reflection on Professional Goals (continued)

SMART GOAL 2:

4. Summarize your progress in the goal area. How did your progress in this area affect student learning and achievement?

5. If you met your goal, what contributed to your success?

6. If you did not meet your goal, what were barriers to your success?

OVERALL:

7. Of what are you most proud when you look back at the academic year?

8. What are possible areas for growth in the upcoming academic year?