

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**

**Estimated Hours\***

*Journal; Institute Program*

*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 includes these kinds of topics (student performance, teaching styles, curriculum review in each area) more often in our regular meetings.*

**Documentation**

**Estimated Hours\***

*Journal; Teacher’s Note*

*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

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Indicators of Success

Rationale

Documentation

Estimated Hours\*

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