

# SMART Goal Guide

This guide can be used for annual goal setting as part of the formal performance and development cycle. It can also be used for goal setting in the context of a coaching relationship or for shorter-term goal setting resulting from personal reflection, classroom observation or any other feedback.

Teacher's name: <b>Amin Abu Bakar</b>	Date goals were set: <b>3rd September 2025</b>
Division Principal's name: <b>Chelsea Donaldson</b>	Date reviewed with Principal:

	<b>Specific</b>	<b>Measurable</b>	<b>Achievable</b>	<b>Relevant</b>	<b>Time-Phased</b>		
#	Performance and development goal to be achieved (stated simply)	Evidence that will be used to demonstrate progression and goal achievement	What actions will I take to achieve the goal?	How does my goal connect to my professional growth, my school's priorities and my students' outcomes?	Timeframe within which the goal will be achieved	Support that will be required from the school to achieve the goal	Is the goal SMART?  Yes/No
Strategic Plan Linked Goal	Lead a professional development session for colleagues to model effective strategies in technology integration, AI-enhanced instruction, and student-centred learning.	<ul style="list-style-type: none"> <li>- Agenda, slides, and resources from PD session</li> <li>- Feedback survey from participants</li> <li>- Reflection notes on impact</li> </ul>	<ul style="list-style-type: none"> <li>- Identify relevant AI and technology integration strategies</li> <li>- Design and prepare PD session materials</li> <li>- Facilitate session and collect feedback</li> </ul>	<ul style="list-style-type: none"> <li>- Supports Excellence in Teaching and Learning initiative</li> <li>- Builds teacher capacity in AI/tech use</li> <li>- Enhances student learning through improved practices</li> </ul>	During the in-school PD session for high-school teachers.	<ul style="list-style-type: none"> <li>- Time allocation for planning &amp; delivery</li> <li>- Access to PDAcademia training</li> </ul>	Yes
Self-directed Goal	Commit to continuous professional growth by engaging in workshops and conferences to refine instructional practices.	<ul style="list-style-type: none"> <li>- Record of participation in at least two workshops/ conferences</li> <li>- Reflection entries documenting learning</li> </ul>	<ul style="list-style-type: none"> <li>- Attend workshops and conferences</li> <li>- Document learning outcomes and share</li> <li>- Apply new strategies in classroom and PD contexts</li> </ul>	<ul style="list-style-type: none"> <li>- Supports Building Community Partnerships by engaging with wider education community</li> <li>- Ensures relevance</li> <li>- Benefits students through refreshed pedagogy</li> </ul>	Ongoing throughout the 2025–26 academic year	<ul style="list-style-type: none"> <li>- Funding and approval for PD opportunities</li> <li>- Scheduling flexibility</li> </ul>	Yes
Other							