

**GLEN ELLYN SCHOOL DISTRICT 41  
SUPPORT STAFF GOAL-SETTING PLAN**

<b>Name:</b>	<b>Assignment:</b>
<b>Building:</b>	<b>School Year:</b>
<b>Evaluator:</b>	<b>Date of Goal Setting Meeting:</b>

*This plan is to be presented to the evaluator one week before the goal-setting meeting.*

<b>Step 1 Goal-Setting:</b> I would like to improve and grow in the following areas of my specific position:

<b>Step 2 Action Plan with Target Dates:</b> What specific steps am I going to take to work towards achieving this goal and by when? In what ways can my evaluator or District 41 support my work on my goal?

<b>Step 3 Status Report:</b> This section of the form is to be completed by the support professional and is due to the evaluator on or before May 1 <sup>st</sup> .

**Evaluator:** \_\_\_\_\_ **Support Professional:** \_\_\_\_\_

- Copies:
- Original to HR
- Copy to Evaluator
- Copy to Employee