

PLANNING TARGETS: SAMPLES AND TEMPLATES

SAMPLES

Sample A

Planning Target: By June 2003, every teacher will be teaching to a minimum of 70% of ICT learner outcomes within the teaching assignment.

Strategy: Each teacher devises and engages in an annual personal professional development program as required to personally attain this planning target.

Action Plan: The administration will advise each teacher of the resources available to facilitate personal professional development for technology, and each teacher will file her/his professional development program for the school year with the administration.

Actions

- The administration advises teachers of available resources (both opportunities and funding) on or before September 30.
- Each teacher files a 2002-2003 professional development program plan with the administration on or before October 15.
- Each teacher completes her/his annual, personal professional development plan on or before May 15.

Sample B

Planning Target: By June 2003, every teacher will be teaching to a minimum of 70% of ICT learner outcomes within the teaching assignment.

Strategy: Each teacher is able to demonstrate that this planning target has been achieved.

Action Plan: The administration will provide teachers with the means to track the quantity of ICT outcomes being taught within the teaching assignment, and each teacher will be able to demonstrate that such teaching occurred.

Actions

- On or before June 30 of the previous school year, the administration provides each teacher with an ICT outcomes checklist to use in tracking outcomes being addressed by the teacher.
- On request, each teacher provides the administration with examples of attention to ICT outcomes (daybook records, checklists or other approved means).

TEMPLATE

The following template, which can be downloaded and modified to suit individual school circumstances, displays action plans and actions in relation to planning targets and strategies.

| Planning Target | Strategy | Action Plan | Action | Responsibility | Due Date | Date Done | Budget Item Number |
|--|--|--|---|--|--|-----------|--------------------|
| By June 2003, every teacher will be teaching to a minimum of 70% of ICT learner outcomes within the teaching assignment. | Each teacher devises and engages in an annual personal professional development program as required to personally attain this planning target. | The administration will advise each teacher of the resources available to facilitate personal professional development for technology, and each teacher will file her/his professional development program plan for the school year with the administration. | <ol style="list-style-type: none"> 1. The administration advises teachers of available resources (both opportunities and funding). 2. Each teacher files a 2002-2003 professional development program plan with the administration. 3. Each teacher completes her/his annual personal professional development plan. | <p>Principal</p> <p>Each teacher on staff</p> <p>Each teacher on staff</p> | <p>Sept. 30, 2002</p> <p>Oct. 15, 2002</p> <p>May 15, 2003</p> | | |
| | Each teacher is able to demonstrate that this planning target has been achieved. | The administration will provide teachers with the means to track the quantity of ICT outcomes being taught within the teaching assignment, and each teacher will be able to demonstrate that such teaching occurred. | <ol style="list-style-type: none"> 1. The administration provides each teacher with an ICT outcomes checklist to use in tracking outcomes being addressed by the teacher. 2. On request, each teacher provides the administration with examples of attention to ICT outcomes (daybook records, checklists or other approved means). | <p>Vice-principal</p> <p>Each teacher on staff</p> | <p>June 30, 2002</p> <p>On request</p> | | |