



WHAT YOU WILL DO

Annual Action Plan

GUIDE

The Annual Plan clarifies what you aim to accomplish during **one school year**. It is a part of the *Motivating Commitment* component of your multi-year Improvement Plan.

The **Eye on the Goal™ system** is a school improvement system **alignment process**. It begins with the development of a results-focused Improvement Plan that mobilizes all stakeholders around their shared vision for student learning. It begins with the development of a **multi-year** Improvement Plan that includes your *Instructional Focus*, your *Professional Learning Plan*, and your strategies for *Motivating Commitment*.

SET STUDENT ACHIEVEMENT TARGETS

Set improvement targets for student learning for the new school year. Consider multiple measures of student progress, based on the Vital Signs of Student Progress outlined in your Instructional Focus.

IDENTIFY FOCUS PROFESSIONAL PRACTICES

Review your Instructional Focus. Then, select the professional practices that will receive the most attention this school year. Base your selection on the potential impact on your student achievement targets for this year.

DEFINE ANNUAL EDUCATIONAL PRIORITIES AND PROFESSIONAL LEARNING THEMES

Define your programmatic priorities for the year, as well the professional development to strengthen the effectiveness of teachers, leaders, and staff.

CREATE ASSESSMENT CALENDAR

Create your assessments calendar for the year. Include formative, diagnostic, and summative assessments, as well as externally mandated tests.

SUMMARIZE ANNUAL BUDGETING, STAFFING AND SCHEDULING GUIDELINES

Outline how you will align your resources (i.e., people, time, and money) to your Priorities. Include how you will promote commitment, follow-through and accountability.

DETAIL ACTION SEQUENCE FOR EDUCATIONAL PRIORITIES

For each Educational Priority, detail action steps (or milestones and deliverables), assign responsibility, set timeline, and allocate resources needed for successful implementation.

DETAIL TOPICS AND CALENDAR FOR PROFESSIONAL LEARNING & COLLABORATION THEMES

For each Theme, detail topics (or professional learning and collaboration outcome), assign responsibility, set timeline, and allocate resources needed for productive professional learning experiences.



As with any plan, disciplined implementation, monitoring and communicating of progress, and making adjustments based on evidence about student learning and professional practices are key to ultimate success of your Annual Action Plan.