# Administrators’ Checklist NAD Education Logo 300 ppi

### Topic Selection

* Is the topic relevant to the participant’s assignment?
* Can it impact student achievement?
* Are resources readily available to support study and practice?
* Does the participant have the appropriate background knowledge and skills necessary to pursue this topic successfully?

**Participants (School-wide plan)**

* Do the personalities of the group members mesh?
* Do the experience, skills, and knowledge of the participants contribute to the functioning of the group?
* Will group members have an opportunity to meet and work together?

**Learner-Centered Goals**

* Does the participant already have this knowledge or skill?
* Are the goals attainable?
* Will achieving the goals result in professional growth?
* Are the goals assessable?
* Do the goals link to improved student achievement?
* Do the goals support school improvement directly?

**Action Plan/Timeline**

* Do the activities address the goals?
* Are resources available to support the plan?
* Is the participant capable of completing the task and activities?
* Is the time frame realistic?

**Resources**

* Will the resources help the participant reach the goals?
* Are the resources readily available?
* Does the success of the plan depend on access to a particular resource?
* Can the school provide the resources?
* If not, are there other sources to acquire the resources?

**Plan Evaluation and Methods of Sharing**

* Does the participant address each goal?
* Can the artifacts in the growth plan document growth?
* Are the evaluation methods reasonable and doable?
* Is the purpose for sharing clear?
* Does the format or presentation encourage “bring and brag”?
* Is the content of the growth plan experience and its significance the focus of sharing?

**Progress Meetings**

* Is the participant making adequate progress?
* Are all participants contributing?
* Is documentation adequate?
* Does the plan require modification?
* Do all parties agree that modification is necessary?

**Summary Conference**

* Did the participant achieve the goals?
* Can the participant articulate the professional growth experienced?
* Has the participant made a contribution to the learning community?
* Do you agree with the participant about the growth that has occurred?