

Project-Based Evaluation- Administrative “Method 2”

Santa Cruz City Schools



Planning Sheet for _____ (name of administrator)

Directions: Please complete the items below and have ready to present to your evaluator at your conference. Refer to the standards/domains and Goal-Setting sheet for guidance with your project.

Project Title:	
Brief description of the purpose of the project: What project are you going to complete?	
What data or artifacts might you collect:	
Brief explanation of what you intend to do to achieve your goals: What do you hope to learn about your practice or about student learning by completing your project? How will this advance your proficiencies?	
What is your timeline: What will you have done regarding your project by the December break?	
By the end of May: What project documentation will you be submitting to your supervisor before your Summative Conference?	
How will you measure success: In other words, how will you determine if the project has been worthwhile to you as you continue to develop your craft?	

Evaluattee’s Signature

Date

Supervisor’s Signature

Date