

APGP Administrator Checklist

Task	Completed
Review performance evaluation summative scores from the previous year.	
Review school and district improvements plans.	
Identify areas of growth on the Five Essential Practices framework.	
Identify areas of growth that align to the school and district improvement plan.	
Draft SMART goals.	
Submit SMART goals for review to supervisor.	
Meet with the supervisor to finalize the APGA.	
Leverage district and state resources for professional learning.	
Engage in professional learning activities.	
Collect evidence on completion of professional learning activities.	
Apply changes to personal professional practices in the school.	
Collect evidence on the impact of professional learning on practices and any impacts on school-level activities.	
Reflect on professional development progress between August and December.	
Organize evidence.	
Update the APGA form to display progress.	
Attend the midyear check-in meeting and adjust APGA as needed.	
Continue progress on APGA.	
Continue to engage in professional learning activities.	
Continue to collect evidence on completion of professional learning activities.	
Continue to apply changes to personal professional practices in the school.	
Continue to collect evidence on the impact of professional learning on practices and any impacts on school-level activities.	
Reflect on professional development progress between January and June.	
Organize evidence.	
Submit completed APGA forms and evidence in portfolio to supervisor.	
Present portfolio.	
Meet with the supervisor about summative evaluation results.	
Identify areas for improvement and support.	