



GOAL SETTING

THE COVENANT SCHOOL
2025-2026



WHAT IS A GOAL?

A goal is a measurable commitment that links your professional growth to division or departmental excellence and to Covenant's mission, ensuring your work strengthens your skills, improves outcomes, and benefits our entire community.



WHY DO GOALS MATTER?

Clear, mission-aligned goals bring

- focus to your efforts,
- foster growth that elevates your work,
- strengthens your division or department,
- and advances Covenant's purpose.



INDIVIDUAL GOALS

- **For you** – Strengthen specific skills and increase your effectiveness.
- **For your division / department** – Contribute to your team's priorities in ways that improve collaboration, efficiency, and results.
- **For the school** – Advance Covenant's mission and overall excellence with goals that deliver observable, mission-aligned outcomes.



SETTING GOALS

- Supervisor feedback
- Covenant priorities
- Impact
- Ownership



EFFECTIVENESS

- Clear
- Relevant
- Actionable
- Aligned
- Connected
- Focused
- Purposeful and reasonable
- Measurable
- Impact-focused
- Action-oriented
- Mission-driven
- Faith-consistent



CONSIDERATIONS

- Is the goal realistic?
- What is the desired outcome?
- Is now the right time?
- Is the goal relevant?



MEASUREMENT

Every goal should include a way to measure progress, see outcomes and confirm success.

- **Define success in clear terms**
- **Use numbers, timelines, or milestones – for example:**
 - *Complete training by this date*
 - *Increase parent communication response rate to 95%,*
 - *Reduce project turnaround time by two days.*
- **Track progress regularly**
- **Connect directly to outcomes**



REMINDERS

- Goals should be challenging yet attainable.
- While you are responsible for creating your goals, it is essential to identify the support you are going to need to make this goal a reality.
- Carefully consider the outcome for each of your goals.



REMEMBER

Specific

Measurable

Achievable

Relevant

Time-bound



EXAMPLE

Title

Student Encouragement

Basic

I am going to work on encouraging my students more.



EXAMPLE

Improved Title

Targeted Encouragement for Students with Memorization & Presentation Challenges

Improved Description

Identify students who struggle with memorization and presentation skills. Meet with each student individually for at least 15 minutes biweekly to provide targeted instruction and encouragement.

Each identified student will receive at least 8–10 one-on-one sessions over the school year. At least 75% of these students will show measurable improvement in memorization and/or presentation skills (as evidenced by class performance rubrics, teacher observation notes, and student self-assessments). I expect to see a documented increase in positive student engagement and confidence.



EXAMPLE

Title

I want to communicate better with parents.

Description

I need to improve how I talk to parents. They make me nervous, and it doesn't come naturally to me.



EXAMPLE

Improved Title

Strengthen parent communication with clarity, confidence, and mission alignment

Improved Description

Prepare for each parent communication by identifying key points, desired outcomes, and the best method of delivery (written, phone, or in-person). Work closely with my team lead and Grammar School Assistant Head to apply recommended communication tools, integrate Covenant's mission into discussions, and refine both my verbal and written style for clarity and empathy.

Engage in at least two professional development opportunities focused on effective parent communication and implement at least three new strategies learned. Maintain a simple log of parent interactions to track preparation steps taken, strategies used, and outcomes achieved.

Through these efforts I should see a demonstrated improvement in communication clarity and tone, as reflected in supervisor feedback and parent responses. There should also be a reduction in parental concerns escalated to division leadership by at least X% compared to the previous year.



TIMELINE

Aug. 12 - 29

Define your three (3) proposed goals and your personal professional development plan for the year and schedule a time to meet and review with your supervisor by September 19.

Sept. 2 – 19

Supervisors meet with employees to review, discuss and provide clear direction on proposed goals and professional development plan.

Sept. 20 – 30

Employees enter approved goals in ExponentHR by September 30.



GOAL SETTING

QUESTIONS