ABCDE Method Worksheet Template: Principal

Purpose: The ABCDE Method Worksheet Template allows principals and evaluators to collaborate on a goal-setting process to guide the principal's growth for the academic year. The ABCDE Method Worksheet Template is an accompanying document to the Goal Setting and Evaluation Form.

Directions:

- 1. Using the ABCDE Method Worksheet Template, collaborate with your evaluator (and CSO) to identify **four or two** goals in the areas of Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality.
 - a. A goal focused on Academic Excellence is required. The Academic Excellence goal must align with the STAGR Process analysis completed at the 25-26 Catholic School Leadership Conference.
 - b.
 - The Principal and their evaluator will determine the remaining goals in the areas of Mission and Catholic Identity, Governance and Leadership, and Operational Vitality based on the school's needs.
- **2.** Each goal should be clear, actionable, and focused on on specific behaviors and outcomes with measurable evaluation methods as well as adaptable to other school initiatives. Use four or two ABCDE Method Worksheet Templates (one for each goal).
- **3.** Once the principal's goals for the school year have been finalized, record them on the Goal Setting and Evaluation Form.
- **4.** At mid-year and end-of-year, review your progress toward goal attainment, outlining the actions taken and the evidence which supports it. Revise goals as needed.

Name of Principal:)ate:	
System/School:			
Goal S	Setting Worksheet Usin	ng the ABCDE Method	
National Standards an	nd Benchmarks for Effective Ca	atholic Elementary and Second	ary Schools
GOAL 1:	Domain	Standard	Benchmark(s)
Goal Title (Provide a brief title fo		Standard	Denominark(s)
Audience: Who is this goal fo	r?le.g., Faculty, Staff, Students, P	arents/Guardians, Community)	
Behavior: What specific beha such as attending ev	avior or action is expected?(De vents, participating in programs, o	escribe the actions you want the auritaking part in activities)	udience to engage in,
systems, or condition		e behavior occur? (Describe the e goal to be achieved, such as regu)	
Degree: What is the desired le success. This could be p	evel of performance or achiev participation rates, engagement le	r ement? (Provide specific expecta evels, or impact outcomes)	tions or targets for
achieved, such as t	s or success be evaluated?(De through attendance tracking, feed ation or service involvement)	scribe how you will assess whether	the goal has been rable outcomes like

Name of Principal:		Date:	
System/School:			
Goal S	etting Worksheet Usi	ng the ABCDE Method	
National Standards and	d Benchmarks for Effective C	Catholic Elementary and Second	dary Schools
GOAL 2:		•	
GOAL 2.	Domain	Standard	Benchmark(s)
Goal Title (Provide a brief title fo	r the goal)		
<u>A</u> udience: Who is this goal for		Parents/Guardians, Community)	
Behavior: What specific behavior such as attending even	vior or action is expected?(Dents, participating in programs, o	escribe the actions you want the a or taking part in activities)	udience to engage in,
systems, or condition		ne behavior occur? (Describe the ne goal to be achieved, such as reg s)	
	evel of performance or achieve participation rates, engagement of	vement? (Provide specific expecto levels, or impact outcomes)	tions or targets for
achieved, such as th	s or success be evaluated?(De hrough attendance tracking, feed tion or service involvement)	escribe how you will assess whethe dback surveys, or observing measu	r the goal has been Irable outcomes like

Name of Principal:		Date:	
System/School:			
Goa	l Setting Worksheet Usir	ng the ABCDE Method	
	and Benchmarks for Effective C		dary Schools
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GOAL 3:	Domain	Standard	Benchmark(s)
Goal Title (Provide a brief title	e for the goal)		
Audience: Who is this goal	for?(e.g., Faculty, Staff, Students, F	Parents/Guardians, Community)	
Behavior: What specific be such as attending	Phavior or action is expected? (De events, participating in programs, c	escribe the actions you want the a or taking part in activities)	udience to engage in,
systems, or cond	nditions or circumstances will th litions that need to be in place for th llaboration with other organizations	ne goal to be achieved, such as reg	
	d level of performance or achiev be participation rates, engagement l		itions or targets for
achieved, such d	ress or success be evaluated?(De as through attendance tracking, feed ipation or service involvement)	escribe how you will assess whethe dback surveys, or observing measu	r the goal has been Irable outcomes like

Name of Principal:		Date:	
System/School:			
Goal	Setting Worksheet Usi	ng the ABCDE Method	
National Standards a	nd Benchmarks for Effective (Catholic Elementary and Second	dary Schools
GOAL 4:		·	•
UOAL 4. <u></u>	Domain	Standard	Benchmark(s)
Goal Title (Provide a brief title	for the goal)		
Audience: Who is this goal fo	or?(e.g., Faculty, Staff, Students,	Parents/Guardians, Community)	
Behavior: What specific beh such as attending e	navior or action is expected?(E vents, participating in programs,	Describe the actions you want the a or taking part in activities)	udience to engage in,
systems, or conditi		he behavior occur? (Describe the he goal to be achieved, such as reg as)	
	level of performance or achie participation rates, engagement	vement? (Provide specific expecto levels, or impact outcomes)	itions or targets for
achieved, such as	ss or success be evaluated?(D through attendance tracking, fee ation or service involvement)	escribe how you will assess whethe edback surveys, or observing measu	r the goal has been Irable outcomes like

Simplified Sample Goal Using the ABCDE Method

The ABCDE method is a goal-setting framework that helps structure objectives in a way that focuses on the actions needed, the behavior to achieve those actions, and the expected outcomes. Here's how it works:

- A: Audience Who is the goal for (e.g., students, teachers, staff)?
- B: Behavior What specific behavior or action is expected?
- C: Condition Under what conditions or circumstances will the behavior occur?
- D: Degree What is the desired level of performance or achievement?
- E: Evaluation How will progress or success be evaluated?

GOAL 1: Domain 1: Mission & Catholic Identity

Domain

Standard 4

A1. - 4.6

Benchmark(s)

Goal Title (Provide a brief title for the goal)

Strengthening Faith Formation for Faculty and Families

Audience: Who is this goal for? (e.g., Faculty, Staff, Students, Parents/Guardians, Community)

Faculty, Staff, and Parents/Guardians

Behavior: What specific behavior or action is expected? (Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)

- Faculty and staff will attend monthly adult faith formation opportunities
- Parents/guardians will participate in faith formation opportunities to support their role as primary educators of faith
- Faculty, staff, and parents will participate in service projects to reinforce social justice and service to others

Condition: Under what conditions or circumstances will the behavior occur? (Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)

- Monthly sessions will be scheduled and facilitated by the leadership team
- · Faith formation opportunities will be offered quarterly and communicated in advance to parents
- Partnerships with Catholic Charities and local parishes will be established to provide support and resources for parents
- Service opportunities will be offered throughout the year, with faculty, staff, and parent involvement encouraged

<u>Degree: What is the desired level of performance or achievement?</u> (Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)

- 100% of faculty and staff will participate in at least 75% of the faith formation opportunities
- 50% of parents will attend at least one faith formation opportunity
- 80% of faculty and staff will participate in service projects

Evaluation: How will progress or success be evaluated? (Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)

- · Attendance records for faculty and staff at faith formation opportunities and service projects will be tracked
- Parent participation will be monitored through event sign-in sheets
- Feedback will be collected from faculty, staff, and parents via surveys to assess the impact of the formation programs and their connection to the school's Catholic identity.
- The success of service projects will be evaluated based on the number of participants and their involvement in social justice activities