

Anoka-Hennepin District #11 Performance Appraisal System  
Secretarial Goal Setting Activity

     Formal Stage

  x   Self-Appraisal Stage

Staff Member: [Redacted]

Employee Number: [Redacted]

Building: CE - ABE - Columbia Heights

My plan to fulfill this process is outlined below.

**GOALS:** You will be expected to demonstrate growth in your professional performance. State your desired outcome(s):

Attend Technology in-services offered to increase my knowledge on ~~tools~~ and applications to better help students and staff. Such as Using Jamboards, Weebly, use and editing, using Google Applied Digital Skills

Continue to attend offerings in Anti Racism and Racial Equity to be able to serve all equally and promote equity and Anti racism in our school

Anticipated Completion Date (prior to May):

**ACTION PLAN:** State the steps or activities that will be conducted to achieve the identified outcomes. (Attachments may be added.)

ACTIVITY

APPROXIMATE DATES

Attended Technology in-service on Using Jamboards, Using Weebly, using Google Applied Digital Skills

Jamboards 12/10/20  
Weebly 2/18/21  
Google Applied Digital Skills 3/4/21

assist students whom come in for technology tutoring onsite in March

Attend Implicit Bias & Excellent Customer Service  
Attend Accent Bias & Discrimination Webinar

January 18, 2021  
April 14, 2021

[Redacted Signature]  
(Staff member signature)

[Redacted Date]  
(Date Initiated)

[Redacted Signature]  
(Appraiser's signature)

[Redacted Date]  
(Date Initiated)