



Administrator Planning Document

Based on your school's implementation plan, take time to review and record each of the do's below to consider how you can support Hopeful Transitions for your learners.

DO'S	REFLECTION	DATE COMPLETED
Collaborate with the District Transition Coach to develop a plan for achieving the Hopeful Transitions goal(s).		
Create a Hopeful Transitions Core Leadership Team and identify roles and responsibilities.		
Complete the Hopeful Transitions Benchmarks Goal Setting Tool in collaboration with select staff. Submit to Career Transition Coach to support goal setting.		
Communicate expectations to staff for achieving the Hopeful Transitions goal(s).		
Communicate the school-based Hopeful Transitions goal to all stakeholders and rightsholders.		
Participate in Transition Teams for students requiring individualized transition planning interventions.		

DO'S	REFLECTION	DATE COMPLETED
Provide support to the ESS Team to address additional supports for learners.		
Create and communicate a vision that supports the use of the Hopeful Transitions web tool.		
Complete the Benchmark Goal Setting Tool with select staff in order to reflect on progress and to identify new goal(s) moving forward. Submit to Career Transition Coach for support in goal setting.		

As an instructional leader, develop a **SMART** goal for supporting transition planning in your school based on what you have learned.

CONSIDER	REFLECTION	DATE COMPLETED
Provide time during staff meetings for professional learning on Hopeful Transitions.		
Support the use of myBlueprint for all learners.		
Create a culture of Career Connected Learning for each learner within school life.		
Consider hosting a Career and Transition event for the school.		

CONSIDER	REFLECTION	DATE COMPLETED
Take time to acknowledge the importance of developing global competencies and social emotional learning for transition to post-secondary life.		
Consider having a Supplementary Position of Responsibility (SPR) role for Career Connected Learning and transitions.		
Participate in Transition Teams and ESS Team meetings for learners requiring additional transition planning interventions.		
Provide necessary resources, time, and space for the Hopeful Transitions Core Leadership Team to collaborate.		
Articulate and reference alignment to transition planning for all students with applicable policies such as Moving Forward: From Policy to Practice: Implementing and Supporting Policy 322, Inclusive Education.		
Provide resources to support Hopeful Transitions initiatives.		
Collaborate with other schools on Hopeful Transitions initiatives.		
Celebrate successes along the way!		

SMART = Specific, Measurable, Attainable, Realistic, Timely

MY GOAL	
S	
M	
A	
R	
T	

Review the assessment options and plan how you may incorporate these assessments and / or others into your practice (formative and summative). Identify how and when you will assess your learners transition planning progress.

ASSESS	REFLECTION	DATE COMPLETED
Begin with the Hopeful Transitions Goal Setting Tool.		
Define and articulate a school goal to align with the School Improvement Plan.		

ASSESSMENTS	
Hopeful Transitions Goal Setting Tool	
School Improvement Planning Assessment	