November '17

Principal Checklist

“A genuine leader is not a searcher for consensus but a molder of consensus.”
– Dr. Martin Luther King, Jr.

Holiday breaks are needed refresher for school personnel, and wonderful experiences for children. We all love time off with our family and friends. As principals, we need to be aware of loss of academic time prior to and following the holiday.

Be very visible the week prior to a holiday and the day after a holiday to ensure that the school is not “taking a holiday prior to the holiday”! We want students to have fun, but they can have fun with real learning experiences wrapped around the Florida Standards.

☐ Thanksgiving Break:
  • Remember to make a callout or send a flyer home to parents about the Thanksgiving break.
  • Make sure the school calendar has been updated, placed on your website and sent home.
  • Update you school marquee.

☐ Veteran’s Day:
  • Make sure that Veteran’s day programs are organized and you have a procedure to greet special guest.
  • Schedule translators as needed.
  • Make sure the air conditioner is running for after school events.

☐ Safety Drills:
  • Check to make sure your monthly safety drill schedule is in compliance.

☐ Volunteers:
  • Time to review your volunteer system. How is recruiting going, and are we having any procedural breakdowns.

☐ Evaluations:
  • If you haven’t started your TEAM and LEADS evaluations by now it time to get going.

☐ Feedback:
  • Insure that feedback sessions are scheduled after every formal or informal observation or walkthrough and conducted in person to promote growth. Schedule feedback time on your calendar. Be conscience of giving positive feedback as well as having collegial conversation about the next steps in teacher growth.
Support Services Review: Many principals have on-going support team meetings. If you have not started this process yet, consider the following:

- Consider planning an administrative business meeting with your RTI leads.
- Consider planning an administrative business meeting with your guidance department.
- Consider planning an administrative business meeting with your ESE specialist.
- Consider meeting with your front office staff to address any concerns or needs.

Monthly Meetings

- **Staff Meeting Icebreaker of the Month: Beach Ball Toss:** “Drop the Ball” – For this activity, place participants in equally sized small groups. Each group receives 12 straws, 18 inches of masking tape and 1 golf ball. They get ten minutes to build a container that will catch a golf ball dropped from about ten feet. Each group selects a ‘ball dropper’ – that person stands on a chair, holds a golf ball at eye level. That group places its container on the floor under where it thinks the ball will land. Each group gets three attempts. The group that gets a ball to go in and stay in its container wins. Teams can use their experiences in the game to overcome work problems and relational issues. The activity also promotes cooperation and healthy competition.

- **New Teacher Meeting Topics of the Month and Mentor Teacher Checklist:** E-mail the mentor checklist to your mentor teachers each month to encourage conversation with teacher mentees. Monthly suggestions are listed in the Teacher Induction Resource Guide.

Professional Development: Evaluate and provide professional development as needed. Finalize planning for January PD day.