September ‘17

Principal Checklist

“Treat employees like they make a difference and they will.”
– Jim Goodnight

☐ **Emergency Drill Requirements:** Make sure every room in the building has directions on where to exit for fire and tornado. Review procedures with the staff for fire, tornado, lockdown and evacuation drills. Remember to notify the fire department and your central office when you are conducting drills. Send a parent callout after a drill to make them aware that you are practicing and ensuring their child’s safety.

☐ **General Forms:** Provide your staff with some general District expectations for all employees in the usage of forms. Provide your staff with some expectations for copies.

☐ **Lesson Plan Collection:** Consider providing your staff with a lesson plan template to ensure consistency. Even if you do not typically collect lesson plans, you may want to ask for a week’s worth to ensure that lesson they are being done properly and/or to ask staff to post them on their websites. To make it manageable, collect by department – social studies and language arts the first week of the month, science week two, math week three and all electives week four. Create a process of checking plans while doing classrooms visits. Determine where teachers should place 3 days of emergency plans.

☐ **Evaluations:** Determine who will be formally evaluated by what administrator and create a schedule to begin the process based on the TEAM process.

☐ **Principal-Staff Meetings:** Schedule meetings with all key groups – Departments, Secretaries, Paras and Custodians to discuss concerns, needs and goals for the year.

☐ **Administrative Team Meetings:** Plan to meet with your key players every Monday morning during second hour. Depending on the size of your staff this may include your secretary, assistant principal/dean, athletic director, head custodian, police liaison, etc. This will allow you to do week ahead/month ahead planning and improve your communication. Have an agenda template to allow all participants to view and add to it over the course of each week.

☐ **Required Certifications:** Don’t forget to verify district compliance items (Blood borne Pathogens, Ethics Training - Etc.).

☐ **Plan for an Open House or a Curriculum Night:** Welcome your parent community back to school with a night to showcase the building and staff. There are many ways to run this event: a traditional “open house” where staff are available in their classrooms, an ice cream social for a less formal approach or a bell schedule curriculum night visit.
**New Student Meeting:** Consider meeting with new students to discuss the expectations at your school.

**Free and Reduced Lunch Program:** Promote your free and reduced lunch program and encourage all that are eligible to participate. Explain the procedures and downplay any stigma attached by explaining how confidentiality is maintained.

**Organize Your Office:** Consider the message your office space sends. Make it a warm and inviting space with good traffic flow. Is there an area for you to meet with staff and families, which would allow you not to sit behind the desk? Put systems in place with your secretary for incoming mail and outgoing tasks for him/her to handle, consider where you want phone and other messages to be placed. Put items that are often referred to in a convenient place – there are many desk-organizing items available to help keep your workspace neat and efficient.

**Inspect Critical Systems:** Visit planning sessions to monitor PLC implementation and progress.

**Classroom Visits** - Walk through classrooms to view progress as related to Standards Based Instruction and specifically reading, writing, thinking and talking.

**Monthly Meetings:** Here are two items you should consider adding to your staff meeting agenda this month.

- **Staff Meeting Icebreaker of the Month:** Count It Out: Break participants into groups of 10-15 and ask them to stand/sit in a circle. Everyone must look down at the ground and count the numbers 1 to 10 (or 15) in order, with each person in the group saying at least one number. Participants are not allowed to count around the circle consecutively. If two people say the same number at the same time, they must start over again at one. This may sound very easy, but it is extremely hard because you have taken away their ability to see non-verbal cues. It is a great game for building leadership and communication.

- **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.