

MANAGEMENT

- A** 1. Budgets
2. Hiring
3. Instructional staff
- B** 4. Non-instructional staff
5. School meetings
6. District meetings
7. Networking
8. Self-improvement

OPERATIONS

9. Compliance
10. School schedules
11. Personal schedules
12. Facilities
- C** 13. Safe school
14. Student discipline
15. Student services
16. Student attendance
17. Standardized tests
18. Supervise students

ADDITIONAL TASKS

PT - Personal time
IT - In transition
R - Researcher
U - Unknown

DAY-TO-DAY INSTRUCTION

19. Coach teachers
20. Evaluate teachers
21. Special Ed
22. Classroom observations
- D** 23. Required PD for teachers
24. Use data
25. Teach students

INSTRUCTIONAL PROGRAM

26. Educational program
27. Curriculum
28. Program evaluation
- D** 29. Non-required PD for teachers
D 30. PD for prospective principals
31. Release teachers
32. After-school/summer

ACTIVITY TYPES

A - Meeting (scheduled)
B - Informal (unscheduled)
C - Paperwork/Books
D - Phone
E - Observing
F - Computer/Blackberry
G - Walkie-talkie
H - PA System

INTERNAL RELATIONSHIPS

33. Students
- F** 34. Parents
- E** 35. Staff (non-school)
- E** 36. Staff (school, "shop talk")
37. School activities
- E** 38. Staff conflicts
- F** 39. Counsel students/parents

BROKERING

40. Local community
41. Fundraising
- G** 42. District office to get resources
43. Recruit students
44. Publicize school
45. Recruit volunteers
46. School image in media

LOCATIONS

A - Principal's office
B - Main office
C - Classroom
D - Conference/staff room
E - Hallway
F - Playground/outside
G - Cafeteria
H - Other on-site
I - District office
J - Other off-site

