

TASKS		
MANAGEMENT 1. Budgets- A 2. Hiring 3. Managing, instructional- B 4. Managing, non-instructional- B 5. School meetings 6. District meetings - G 7. Networking 8. Self-improvement	OPERATIONS 9. Compliance 10. School schedules 11. Personal schedules 12. Facilities 13. Safe school- C 14. Student discipline- E 15. Student services 16. Student attendance 17. Standardized tests 18. Supervise students	DAY-TO-DAY INSTRUCTION 19. Coach teachers- B 20. Evaluate teachers- B 21. Special Ed 22. Classroom observations 23. Required PD for teachers- D 24. Use data 25. Teach students- H
INSTRUCTIONAL PROGRAM 26. Educational program 27. Curriculum 28. Program evaluation 29. Non-required PD for teachers- D 30. PD for prospective principals- D 31. Release teachers 32. After-school/summer	INTERNAL RELATIONS 33. Students- H 34. Parents- F 35. Staff (non-school)- B 36. Staff (school, "shop talk")- B 37. School activities 38. Staff conflicts- B 39. Counsel students- H	EXTERNAL RELATIONS 40. Local community 41. Fundraising 42. District office to get resources- G 43. Recruit students 44. Publicize school 45. Recruit volunteers 46. School image in media 47. Parent involvement 48. Non-school resources
ADDITIONAL TASKS PT - Personal time IT - In transition R - Researcher U - Unknown	ACTIVITY TYPES A - Meeting (scheduled) B - Informal (unscheduled) C - Paperwork/Clerical Duties D - Observing E - Phone F - Blackberry/Smartphone G - Thinking/Planning/Reflection COMPUTER USE: H- Can't tell <i>Email</i> I - Email (Work) J- Email (Non-work) K- Email (Can't tell) <i>Internet</i> L- Internet (Work) M- Internet (Non-work) N- Internet (Can't tell) O- Non-internet	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