

TASKS		
<b>MANAGEMENT</b> 1. Budgets- <b>A</b> 2. Hiring 3. Managing, instructional- <b>B</b> 4. Managing, non-instructional- <b>B</b> 5. School meetings 6. District meetings - <b>G</b> 7. Networking 8. Self-improvement	<b>OPERATIONS</b> 9. Compliance 10. School schedules 11. Personal schedules 12. Facilities 13. Safe school- <b>C</b> 14. Student discipline- <b>E</b> 15. Student services 16. Student attendance 17. Standardized tests 18. Supervise students	<b>DAY-TO-DAY INSTRUCTION</b> 19. Coach teachers- <b>B</b> 20. Evaluate teachers- <b>B</b> 21. Special Ed 22. Classroom observations 23. Required PD for teachers- <b>D</b> 24. Use data 25. Teach students- <b>H</b>
<b>INSTRUCTIONAL PROGRAM</b> 26. Educational program 27. Curriculum 28. Program evaluation 29. Non-required PD for teachers- <b>D</b> 30. PD for prospective principals- <b>D</b> 31. Release teachers 32. After-school/summer	<b>INTERNAL RELATIONS</b> 33. Students- <b>H</b> 34. Parents- <b>F</b> 35. Staff (non-school)- <b>B</b> 36. Staff (school, "shop talk")- <b>B</b> 37. School activities 38. Staff conflicts- <b>B</b> 39. Counsel students- <b>H</b>	<b>EXTERNAL RELATIONS</b> 40. Local community 41. Fundraising 42. District office to get resources- <b>G</b> 43. Recruit students 44. Publicize school 45. Recruit volunteers 46. School image in media 47. Parent involvement 48. Non-school resources
<b>ADDITIONAL TASKS</b> PT - Personal time IT - In transition R - Researcher U - Unknown	<b>ACTIVITY TYPES</b> 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	<b>LOCATIONS</b> 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