

## Job Shadow Observations: February 4<sup>th</sup>, 2016

Time	Observations	Lessons Learned
7:50	Arrival	
7:50-8:30	Parent concerns, missing homework, lack of communication	Administrators wear many hats, none more important than addressing behavioral issues and communication concerns.
8:15	Show guest teacher classroom and introduce self and school	Administrators are the face of the building and should be sure to introduce themselves to all newcomers in the building with a warm welcome.
8:40	Pledge leaders, announcements, birthdays	Administrators are the voice of the building and thus morning announcements are a good way to make your voice heard in all classrooms on a daily basis.
8:50	Contact Syring principal, concerns over house fire and little boy's death. Wanting to help. In charge of McKinney Vento Homeless Program.	Many responsibilities not only at the building level, but at the district level. Prioritizing is a key skill to develop.
8:57	Stephanie Sortor – WIDA testing – Certified K-5, taught 7 years, licensed teacher to administer language diverse students	
9:00	WIDA assessment meeting – Flint Schools coding kids as EL – requires testing – frustrating for all parties – prepped spreadsheet of who is to be tested K-12 per building - Issues with Valentine Parties, wanting to avoid Monday's and Friday's for testing – Broke down schedule by days and by building – boxes prepped by building – testing materials provided – sorted and labeled – communicating to all other district administrators – notifying teachers of testing and	Organization and flexibility is key to success in all tasks.

	for who in their class – materials to be personally delivered so they are not lost – chose test administrator	
10:00	Meeting and test preparation conclusion	
10:00-10:30	Updating WIDA testing schedule	
10:30	Discussion with librarian regarding safety of room and arrangement	Number one goal should be to keep all students safe. All safety concerns should be addressed with the administrator.
10:30-11:30	Emailing all classroom teachers, secretaries and administrators of continuing modifications for WIDA testing	Communication is vital to building and district success. The higher you go in education, the more you are responsible to communicate with a higher volume of people.
11:30	Phone call from teacher regarding student issue – leaving for meeting so needing to discuss later	Meetings should never take priority over student issues. If by chance there are scheduling conflicts, perhaps having a teacher in charge would help?
11:35	Requesting building secretary to sort and organize WIDA testing sheet with updated modifications	Delegating is key to success. Too much to do on your own. A good leader will have those follow and take on responsibilities themselves.
11:40	Updating to do lists – only one done today – not enough time.	Organization
11:40	Heading to Central Office for MTSS meeting	
12:00	Arrive at Central Office in the conference room	
12:00-12:30	Light lunch provided – Committee of roughly 20-30 district staff personnel trying to improve academic and behavioral achievement in the district through identified consistent best practices between buildings in the district	Proactive in handling behavioral and academic issues on a district level (MTSS). Principal is an active player for representing our building.

12:30	Introduction and icebreaker for everyone to speak (k-12 district committee)	
12:40	Discussion of challenges we are all facing – the one who wins is the one who thinks he can – attitude and mindset	
12:45-1:15	Building celebrations shared to district committee – high Dibels scores, BAT, TIC, Super Kids, Blue Ribbon Nominee, Star Math	Pride in building helps develop pride within the district. Things we do well are shared with others to allow them to do well.
1:15-2:00	Discuss demographics – concerns, correlation between SWIS and academic data – issues with data	
2:00-3:00	Building tactics – analyze Dibels scores and trends, analyze Free and Reduced lunches – concerns on still not being where we want to be – fidelity issues – demographics – resources available – transiency	