

Sample Goals and Activities

Curriculum and Instruction

Goal 1: To maintain an awareness of the curriculum and instructional strategies being used in the classroom.

Activity 1: Visit willing teachers and classrooms as much as possible to be a guest reader or to help out in any way.

Activity 2: Use the corporation form to evaluate willing teachers.

Goal 2: Use clinical supervision to evaluate willing teachers.

Activity 1: Meet with teachers to discuss clinical supervision options.

Activity 2: Observe teachers using clinical supervision techniques.

Activity 3: Meet with teacher to discuss and share the results.

Goal 3: To monitor how students needs are being met in the educational setting

Activity 1: Observe and become familiar with the tutoring programs, the gifted and talented programs, and the special education programs.

Activity 2: Become familiar with a data collection program that will analyze and show strengths and weaknesses in student progress.

Discipline

Goal 1: To assist in dealing with disciplinary concerns as much as possible

Activity 1: Talk with disruptive student(s) whenever possible or be present when the principal talks with them.

Activity 2: Talk with the teacher of the student(s).

Goal 2: Read and become more familiar with the discipline policy for the school/district.

Activity 1: Research the disciplinary history of the school.

Activity 2: Become more familiar with the student handbook.

Climate/Community Relations

Goal 1: To participate in activities that foster a positive climate.

Activity 1: Greeting children as they enter at the beginning of the day.

Activity 2: Be present as children leave at the end of the day.

Activity 3: Take part in dispersing school information to staff.

Goal 2: To participate in community activities held at the school.

Activity 1: Attend PTO meetings.

Activity 2: Attend after school functions (Read Across America Night, School Fun Fair, etc.)

Activity 3: Check over website to ensure that it is updated.

Activity 4: Assist with parent contacts of informing kindergarten students following their Gesell screening.

Organizational/Building Management

Goal 1: Learn procedures for maintaining a safe and orderly environment

Activity 1: Walk the building to spot check potential problems

Activity 2: Review the procedures and policies for disaster plans.

Goal 2: Become familiar with some of the planning involved for the upcoming year.

Activity 1: Review past and present budgeting

Activity 2: Review past and projected enrollment.

Activity 3: Become familiar with the ordering and purchasing of supplies.

Activity 4: Become familiar with planning of class lists and schedules for the fall.

Goal 3: Become familiar with the planning of events in the school.

Activity 1: Discuss the planning of programs.

Activity 2: Assist in the organization of kindergarten registration.

Activity 3: Assist on kindergarten registration day.

Activity 4: Assist on the Gesell testing days

Technology

Goal 1: Become familiar with technology that teachers find most useful.

Activity 1: Talk with teachers and see what technology they find most useful for their instructional use.

Activity 2: Talk with teachers and see what technology they find most useful for their students learning.

Goal 2: To encourage teachers to use available technology more efficiently.

Activity 1: Hold technology presentations for teachers.

Activity 2: Assist teachers with technology questions as they arise.

Transportation

Goal 1: To have a safe and orderly arrival and dismissal.

Activity 1: Be present at the doors when they arrive.

Activity 2: Be present in the halls to ensure walking at dismissal.

Activity 3: Be present during a bus conduct referral investigation

Goal 2: To assist in the kindergarten in a safe arrival and dismissal

Activity 1: Call students name and direct them to their car during A.M. kindergarten dismissal.

Activity 2: Be present during P.M. kindergarten drop-off to ensure safety as they leave their cars and enter the building.

School Board/Central Office/Union Relations

Goal 1: To develop an understanding of the roles and functions of the school board, central office, and union.

Activity 1: Attend a school board meeting

Activity 2: Review the teachers contract from an administrator's perspective

Activity 3: Become familiar with the administration regulations handbook and board policy manual.

Activity 4: Discuss with the principal the issues discussed at the weekly principal's meeting.

Activity 5: Attend a discussion meeting.

Special Education

Goal 1: Become familiar with the principal's responsibilities in regards to Special Education

Activity 1: Attend a case conference

Activity 2: Attend monthly STAT meetings

Activity 3: Become familiar with the impact the Special Education has on the budget.

Activity 4: Review the referral progress.

Activity 5: Review state rules on Special Education