

AWSP

Welcome to Your Internship

“What Should I Do?”

Activities to Consider

Encouraged Sequence for All Activities

Principal does activity and intern observes, then they debrief
Intern does activity together with principal, then they debrief
Intern does and principal observes, then they debrief

Building Budget — Preparation and Management

Build Your Network of Support

Other interns, district/region principals/AWSP staff

Community/Media Relations

Chamber of Commerce, service clubs
School levy/bond campaigns
Local media outlets (papers, radio stations, TV stations)

Conflict Mediation

Staff, parent, student—or combination of the three
How to plan for and have the courageous conversations

Cross Grade Level/Span Exposure/Experience

Elem, MS, HS

Discipline

Student

Discipline, suspension (short and long term), expulsion, hearings
Working with families/students to keep it positive and a learning opportunity
Firm, fair, friendly

Staff

What is discipline?
From letter of direction to discharge

District Office Relationships

Build, nurture, maintain
Attend district level leadership meetings

Event Management/Supervision Strategies

What Should I Do? *continued*

Facility Management

- Tour entire building with lead janitor
- Turning off utilities — water, gas, electricity
- Boiler room
- Phone, intercom and alarm system

Handbooks and Agreements

- Student and staff handbooks
- Athletic/activity code
- Bargaining unit contracts

Hiring — Classified and Certificated

- Posting, screening, interviewing, reference checking, selection

Instructional Leadership — Teaching and Learning

- Vision – Principal's, school's and district's
 - Creating, operationalizing and developing stewardship of the vision

- Program development and evaluation

 - Curriculum project/adoption — start to finish
 - Understand the change process and strategies to bring about change

- Staff development plan

 - Make it valuable — one teachers look forward to participating in
 - Work with building leadership team in a professional learning community environment
 - Building leadership team facilitation strategies
 - Present a “topic” to the staff
 - Plan and implement a staff training activity
 - Lead a study/focus group on a topic important to your school

- School Improvement Plans

 - Use of data and misuse of data
 - Review, disaggregate and use of data —data carousel
 - Testing and test management
 - Knowing the culture of your school
 - Cultural competence of your community
 - Monitoring student learning plans

- Teacher supervision/evaluation — Pre-conf, observation, post conf, evaluation
 - Plan of improvement, probation, non-renewal, discharge

Master Schedule/Specialist Schedule Development

What Should I Do? *continued*

Meetings — Who, What, When, Where, Why and How

Staff, department head/leadership team, district level

Parents

Parent conference and open house — Participating in and facilitating difficult ones

Individual behavior and academic issue conferences

Working effectively with parent groups — PTAs and booster clubs

Politics of the Principalship

School Safety

Safety plans

Emergency preparedness

Special Education

IEP writing, conference

Determination of Manifestation of Disability discipline conference

504 planning and implementation process

Student Leadership/Government

Student council

ASB finance

Activity Code

Student Unique Health Issues

Appropriate accommodations and sensitivity to their needs

Support Services

Food service, transportation, sp ed., budget office, maintenance and grounds directors — How their work impacts your work and vice versa