Principal Supervision Guide

Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_\_\_

**Standards**

Review CCLS math implementation plan
Notes:

date

Review CCLS ELA implementation plan
Notes:

date

Review CCLS Literacy implementation plan for all content areas
Notes:

date

Observe a faculty meeting
Notes:

date

date

date

Observe PD or training delivered by principals
Notes:

Review plan for Common Core unit plan revision/development
Notes:

Review a lesson plan with the principal
Notes:

date

date

date

Review a unit plan with the principal
Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

**Data**

Discuss plans for Data-Driven Instruction implementation (development, administration, analysis, and subsequent instructional action)

date

Notes:

Review the common formative interim assessment calendar for the school

date

Notes:

Review common formative interim assessment data with the principal
Notes:

date

date

date

date

Observe a data analysis meeting with a team or grade level
Notes:

Review the interpretation and application of school wide data
Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

**Professional Practice (and the APPR)**

Observe the principal conduct a beginning-of-the-year meeting
Notes:

date

date

date

date

Review SLOs with the principal
Notes:

Co-observe a teacher (mini-observation)
Notes:

Co-observe a teacher (extended observation)
Notes:

Review the principal’s evidence collection (observation) plan
Notes:

date

date

date

date

Monitor progress on the principal’s evidence collection (observation) schedule
Notes:

Observe the principal conduct an end-of-the-year (summative) meeting
Notes:

Co-write a Teacher Improvement Plan with the principal
Notes:

date

Review plan for hiring
Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

**Culture**

Tour school with principal to assess school culture
Notes:

date

Review school survey data with the principal
Notes:

date

Review strategic family communication plan

date

Notes:

Observe the principal working with families or the community

date

Notes:

Review school website with the principal
Notes:

date

Review school mission and vision with principal

date

Notes:

Assess the implementation of Professional Learning Communities

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

**Management (and other)**

Review the process for effectively managing building resources
Notes:

date

Review calendar and use of time with the principal
Notes:

date

Review master schedule, paying particular attention to common planning time

date

Notes:

Observe the principal interacting with colleagues at district meetings

date

Notes:

Review processes and goal for shared decision making committee
Notes:

date

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes:

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

Notes: