

MANAGEMENT DESCRIPTORS	EXAMPLES	Notes for SAM and Principal
<p>General Management: principal is doing management work where curriculum, instruction and assessment are absent.</p>	<ul style="list-style-type: none"> • completing payroll forms • dealing with a student's behavior issue • working on the budget 	<p>TimeTrack is designed for the SAM and principal to focus on increasing instructional time. Many SAMs use the <i>General Management</i> descriptor as a time saver rather than identifying the specific management work.</p>
<p>Student Supervision: principal assists in monitoring and guiding students for safety and rule observance</p>	<ul style="list-style-type: none"> • hallway monitoring • recess, bus and cafeteria duty • discussions with students about behavior without consequence 	<p>Student Supervision also allows the principal to get to know students.</p>
<p>Student Discipline: principal engages students about behavior problems or transgressions—includes consequences</p>	<ul style="list-style-type: none"> • principal dealing with student discipline referrals • giving a student a consequence for misbehavior • correcting student behavior and applying or implying a consequence 	

<p>Employee Supervision: principal gives direction concerning a non-instructional issue—also includes conversations with staff about non-school issues</p>	<ul style="list-style-type: none"> • principal tells secretary to call a parent • principal tells an aide to make copies for a meeting • principal tells a recess duty aide to make sure students are wearing their coats outside • principal talks about a sports team with a staff member 	
<p>Office work/prep: principal is individually doing any work in or out of the office not tied to instruction and/or assessment that is preparatory in nature</p>	<ul style="list-style-type: none"> • principal is reviewing recess duty assignments • principal is completing payroll forms • principal is preparing the lunch schedule 	<p>As the principal increases instructional time, some SAMs make a point to schedule a daily office briefing session with the principal so he/she is current and the support staff in doing management work the way the principal desires</p>
<p>Building Management: work the principal does related to custodial and maintenance in the school</p>	<ul style="list-style-type: none"> • principal directing custodian on a cleaning issue • principal consults with maintenance person about painting a room 	
<p>Parents/Guardians: any interaction the principal has with an parent or guardian devoid of CIA</p>	<ul style="list-style-type: none"> • principal talking with parent about bus issue • principal working with parents on playground project 	

<p>Decisions making committees, meetings: principal participates with formal or informal decision making groups about anything that is not curriculum, instruction or assessment</p>	<ul style="list-style-type: none"> • conversation with teacher advisory group about the lunch schedule • meeting with PTA Fall Festival planning group • informal focus group on dress policy 	
<p>District: meetings, supervisor, others: any time the principal spends with supervisors and others at a district level about management, non-CIA issues</p>	<ul style="list-style-type: none"> • supervisor calls principal to discuss vandalism report • district buildings and grounds director calls to schedule fire alarm upgrade 	
<p>External: officials, others: anyone from outside the school or district that engages in the principal about management issues, non-instructional</p>	<ul style="list-style-type: none"> • principal works with Kiwanis Club to develop a new playground • principal talks with fire marshal about sprinkler system 	
<p>Celebration: principal gives celebratory feedback to an individual about personal, management or non-instructional issues</p>	<ul style="list-style-type: none"> • principal congratulates a teacher on wife's promotion at IBM • principal congratulates a student for scoring a touchdown • principal congratulates parent about new car 	<p>Many SAMs will remind the principal of important life events for staff members so he/she can be supportive and build better relationships.</p>