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Arkansas Department of Education
Division of Elementary and Secondary Education

Introduction

Whether you are a first year principal, assistant principal, curriculum program administrator, or a career administrator, you are a leader in the school, district, and community. People will expect you to be a problem-solver, counselor, disciplinarian, instructional leader, encourager, and maybe even a custodian. Your ultimate responsibility is improving student achievement. You influence lives every day. Many students and parents will look to you for guidance and support. You will soon discover that your work is never finished and, many times, you will not be the most popular person in the building or district; however, you have the capacity to change lives!

The objectives of the Survive and Thrive Guide are:

- To provide guidance as to what tasks you need to complete during your first year;
- To encourage and develop relationships with other administrators;
- To provide possible areas of growth for your Professional Growth Plan (PGP).

There is always a level of anxiety as you begin a new job and/or a new school year. There will be questions you have on the first day as a new administrator such as, “What do I do first?” or “Who do I ask for help?” As a career administrator in a new building for the first time, you may have the same questions. If you are fortunate and have an assigned mentor with experience as a school administrator, your mentor will be your go-to person when you have questions. As you begin to build relationships with others in your building, district, and through regional learning networks, you will also have many others as a resource.

New administrators sometimes struggle because they do not have sufficient time to organize, learn the policies and procedures, and build working relationships with the people in the building and/or district. They may become overwhelmed and do not know what to do next or when or who to ask for guidance. The Survive and Thrive Guide is a resource for you throughout the school year. This guide will provide you direction to know what you need to do and when to do it. You will feel more confident as you begin your new role once you know the expectations. Those around you will sense that confidence and begin to trust you. This is the first step in building relationships as you begin to work with teachers, students, and the community.

Use the guide as a tool to help prepare for the beginning of school, second semester, and the end of the school year. Note this document is not all inclusive regarding state or local educational agency requirements and is not intended to be used as such. Additional information related to being an Arkansas school administrator is available on the Department of Elementary and Secondary Education website [HERE](#).

Arkansas Administrator Rubrics

This Guide pertains to the following Arkansas Leader Excellence and Development System (LEADS). LEADS was updated to LEADS 2.0 to reflect the change to Professional Standards for Educational Leaders (PSEL). Rubrics and Training guides for both the Arkansas Principal and Assistant Principal rubrics are available at the following link: [LEADS 2.0 Homepage](#)

Beginning Administrator Induction

DESE is proud to collaborate with the Arkansas Association of Educational Administrators to conduct Beginning Administrator Induction (BAI). Beginning Administrators receive scaffolded support throughout their first 3 years of leadership. Information regarding the BAI program is available [HERE](#).

Getting Started

As an administrator, you need to have a clear understanding of expectations from your direct supervisor. Meet with your supervisor to discuss his or her expectations of your role. This will give you guidance as you set goals for the school year. For example, what are the expectations regarding attendance at school board meetings, district-wide events, and work hours?

There are many responsibilities of a school administrator. An administrator is responsible for many managerial duties in addition to being the instructional leader. It is necessary to delegate some duties in order to spend time where needed to help teachers improve student achievement. Consider the timeline of tasks listed below.

Year at a Glance

The remainder of the document is divided into monthly work/task objectives. These are not all-inclusive of the work of an Arkansas administrator; however, we hope the lists are helpful as you begin the work. You will notice each month is subdivided into 7 categories:

- Budget
- Staff and Building
- Data
- Title I, etc.
- Special Education

- Students and Families
- Master Schedule

This module is designed to “make your own,” meaning we hope it is downloaded and modified as needed. Administrators are encouraged to make monthly additions/deletions of the tasks throughout the year, allowing a clean, “individualized” version of the document to be used the following year. An acronym translator can be found [here](#). Suggestions for additions to the Survive and Thrive Administrators module may be emailed to andy.sullivan@ade.arkansas.gov.

June

Budget

- Review End of Year reports
- Needs analysis of upcoming budget expenditures for following school year
- Approve Activity Reports - Check Register Report and Board Report
- Review Detail Expenditure Status Report for monthly spending

Staff and Building

- Continue conducting interviews for open staff positions for the next school year and recommend hires to your superintendent
- Ensure that novice teachers are registered to participate in the teacher mentoring program (Typically handled by your local education service cooperative)
- Ensure new hires are scheduled for needed professional development during the summer
- Have school emails and all needed school logins created for new hires
- Add new hires to staff email and phone lists
- Set-up August in-service professional development schedule and communicate the schedule with staff members. Plan and budget for meals, supplies, snacks, etc.
[Required PD](#)
- Schedule any out-of-district presenters for August in-service that are needed
- Collaborate with any presenters for August in-service that are on district staff
- Check all buildings and grounds to create a maintenance list for the summer maintenance staff
- Review and revise master schedule
- Set expectations/goals for staff summer professional development. Ex.-review essential standards, unit plans, learning assessment cycles, etc.
- Create a spreadsheet to document summer professional development dates and sessions
- Create a calendar of events for your building for the upcoming year
- Oversee the scheduling of maintenance and custodial staffs during the summer months

Data

- Consider obtaining and organizing achievement and growth data of students transitioning vertically to your school (ex: elementary to middle school; junior high to high school)

- ❑ Collaborate with assistant principal or dean (if available) to reflect on student behavior data from previous year
- ❑ Analyze classroom walk-through data for the year
- ❑ Analyze Educator Effectiveness System year-end data
- ❑ Check Student Attendance Data and check cycle 7 data (graduation codes, ALE, etc.) for accuracy
- ❑ Use a variety of data sets to drive decisions on staff professional development topics for summer (and on-going/job-embedded)
- ❑ You will be submitting important documentation through Indistar. Make sure you have a login, familiarize yourself with the website, and check for ongoing due dates throughout the year.
- ❑ Update the dyslexia statement on your district's website

Title I

- ❑ Develop district-level draft budgets
- ❑ Complete semi-annual documentation for staff working solely in Title I for the time period January 1 – June 30
- ❑ File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

Special Education

- ❑ Review IEPs/504 plans for new placement recommendations

Master Schedule

- ❑ Verify course codes are in line with the current school year (no changes since requests entered).
- ❑ Verify student requests by auditing transcripts.
- ❑ Complete and verify student schedules.
- ❑ Verify transcript information in Triand. Make any necessary corrections in eSchool.
- ❑ Verify schedules complete for all students in next year's environment.
- ❑ Verify all fields in the master schedule that impact transcripts and state reporting are correct.
- ❑ Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year
 - ❑ Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation, etc., as correlation to ESSA's SQSS for high school

July

Budget

- Ensure you have a procedure in place for purchase order requisitions and orders are placed in a timely manner.
- Create/revise any forms needed for upcoming school year
- Approve Activity Reports - Check Register Report and Board Report
- Review Detail Expenditure Status Report for monthly spending
- Attend Tier II Financial Training (Tier I can cover the Tier II training requirement if your district allows)
- Order supplies to ensure they arrive in time for:
 - Teachers
 - Students
 - School
 - Custodian

Staff and Building

- Communicate with all staff members regarding summer updates
- Review EES teacher tracks and communicate with teachers that will be in their career summative track
- Prepare staff handbooks with all pertinent information for the upcoming school year to be presented at in-service training in August
- Ensure responsible staff has completed and is aware of deadline for submission of the Parent and Family Engagement Plan which is August 1
- Review and revise master schedule (include duty assignments, no more than 60 minutes per week)
- Begin your social media presence on the school's approved list of social media sites
- Begin finalizing your opening day presentations
- Make sure your buildings are ready for summer tours and the opening day of school
- Speak with the athletic director to find out what intramural sports might be offered at your school and to ascertain your role in organizing events
- Recognize celebration days/weeks for teachers, counselor, nurse, paraprofessionals, custodians, office staff, etc.

Data

- Determine which school/district/state assessments are required and the implementation timeline
- Organize and reflect on student achievement and growth data from various resources, and prepare data distribution and reflection tools/processes for staff
- Work with appropriate RTI team to plan for interventions and remediation to begin seamlessly in August based on previous year's student data
- Use variety of data sets to drive decisions on staff professional development topics for summer (and on-going/job-embedded)

Title 1

- Review/update Title 1 strategic plan based on program evaluation and multiple data collections. Plan to keep ongoing copies of agendas, sign-in sheets, and training materials

from any schoolwide meetings or professional development conducted throughout the school year

- Designate an appropriate staff member as a liaison for homeless children - McKinney-Vento

Special Education

- Ensure access to the general curriculum for special education students
 - Review inclusion requirements ([Inclusive Education Implementation Timeline](#))
- Create a schedule of instructional and personal supports
- Make copies of procedural safeguards to send home with any special education student who is suspended

Students and Families

- Send a “Meet Your New Principal” letter and post to school’s site/social media
- Host a “Get to Know You” event
- Develop a Communications Plan
- Meet with PTO officers/members to plan the school year’s activities and share vision/mission
- Class lists are posted/mailed to parents (as applicable)
- Finalize student handbook

Master Schedule

- Verify course codes are in line with the current school year (no changes since requests entered).
- Verify student requests by auditing transcripts.
- Verify transcript information in Triand. Make any necessary corrections in eSchool.
- Address items in the Beginning of the Year checklist.
- Add new staff (eSchool/eFinance).
- Inactivate staff.
- Verify course codes.
- Verify master schedule fields that pull for state reporting and impact report cards/transcripts.
- Complete and Verify all students have a complete schedule.

August

Budget

- Gather feedback from teacher about instructional needs
- Provide training for purchase order (PO) protocol
- Go over expectations of how teacher instructional money can be spent
- Approve Activity Reports - Check Register Report and Board Report
- Review Detail Expenditure Status Report for monthly spending

- Approve any PO requests and submit to bookkeeper
- In collaboration with Superintendent, set date & prepare for annual Report to the Public
- Discuss travel policy as it relates to professional development and reimbursement
- Field Trip policy as it relates to the collection of money, payment to vendors, busses

Staff and Building

- Conduct on-site professional development with new hires
- Ensure that all staff email and phone lists are updated and accurate
- Update Crisis Team and Crisis Procedures
- Invite Crisis Team members to scheduled meeting
- Ensure master schedule is finalized and communicated with all staff members
- Check on summer maintenance items to ensure school buildings and grounds are ready for teachers and students
- Conduct beginning-of-the-year in-service with all staff including campus specific technology training, curriculum training, and state required professional development
- Hold building-level staff meeting during in-service that covers the following items:
 - Emergency plans (active shooter, tornado, fire, evacuation, etc.)
 - Master schedules
 - Student discipline policies
 - Recording attendance and tardies
 - Parent communication expectations
 - PLC schedules expectations
 - Duty schedules and expectations
 - Lesson planning expectations
 - Requesting leave and preparing for a substitute
 - Classroom rules expectations
 - Field trip requests
 - Fundraising requests
 - Cash Management Procedures
 - Receipt Management
 - No cash in classrooms
 - Technology requests
 - First day and first week of school expectations
 - Safety plans
 - RTI procedures
- Create procedures for dismissal and identify how every elementary student will get home; determine how this will be monitored
- Review and update Professional Growth Plans (PGPs) with all licensed teachers
- Meet with School Leadership Team and document meetings in Indistar
- Conduct observations including walkthroughs for all licensed teachers and documents in EES.
- Identify any teacher(s) that has not met science of reading proficiency
- Meet with building Threat Assessment Team to review/audit safety plan
- Make sure the administration team is seen in the hallways all day long; be visible, flexible, and available

- ❑ Meet and greet new students to the school and have members of a club (ex: Student Council) to show new students around the school and eat lunch with them
- ❑ Review activity/duty schedules for extracurricular events to ensure proper supervision

Data

- ❑ Facilitate data disaggregation and decision making for staff/teacher teams
- ❑ Watch for Assessment Correction Engine Window for “Reason not tested” and make any corrections needed (Commissioner’s Memo)
- ❑ Work with appropriate RTI team to plan for interventions and remediation to begin seamlessly in August based on previous year’s student data
- ❑ Monitor student enrollment during the first two weeks of school and accurately report data. Specifically, verify student schedules, track daily attendance, identify students who are “no-shows,” accurately follow district guidelines
- ❑ Students in grades K-2 who are struggling in reading will need an Intensive Reading Intervention (IRI) plan signed by a parent/guardian. Work with your teachers, counselor and/or reading specialist to make sure these are completed. You can often get these signed at the first parent/teacher conference in October.
- ❑ All students in grades K-2 must be screened for dyslexia. Meet with your dyslexia coordinator to develop a plan and timeline for accomplishing this.
- ❑ All students in grades K-3 must be administered literacy screeners ([LEARNS Act](#) starting on p. 13)

Title 1

- ❑ Continue review/update of strategic plan; include external trend data, student achievement data, other student outcome data, and culture and climate data
- ❑ Complete the school master schedule, clearly indicating schedules of Title I funded staff and paraprofessionals
- ❑ Distribute Parent Involvement Policy to all students
- ❑ Distribute School-Parent Compact to all students
- ❑ Conduct “Title I Annual Meeting.” Discuss Title I purpose, curriculum, assessment, parent involvement policy, school compacts, and school designation
- ❑ Distribute Parents’ Right to Know
- ❑ File any requests from Parents’ Right to Know

Special Education

- ❑ Communicate to staff the expectation of usage of accommodation and modifications
- ❑ Review discipline data and need for MDR meetings
- ❑ Provide staff with IEP meeting agenda template and discuss meeting roles, responsibilities, and expectations

Students and Families

- ❑ Send a school newsletter to parents
- ❑ Plan Open House
- ❑ Plan First Day of School Assembly

- Meet with the testing coordinator regarding planning within the testing window.

Master Schedule

- Schedule changes (timeframe as reflected in handbook).
- Update transcripts/schedules for summer school credit recovery.
- Verify last year graduates' academic screen is correct for cycle 9 (pulls in graduates).
- Senior transcript/schedule check!
- Work with guidance counselors to verify any students who met graduation requirements before cycle 9 are coded correctly.
- Enroll new students.
- Withdraw students (follow 10 day rule).
- Schedules for new students.
- Update information on returning students (utilizing PSE).
- Verify/update district and building configurations.
- Beginning of Year Checklist (items to be addressed on the first day of school).

September

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any PO requests and submit to bookkeeper
- Create Special Education budget

Staff and Building

- Ensure that all certified staff that are proficient in the Science of Reading are coded correctly in eSchool
- Work with any teacher that has NOT demonstrated proficiency to create an intensive support plan ([Rules for Governing the Right to Read Act](#) - See section 4)
- Continue to conduct and document teacher observations in EES
- Create schedule to meet with School Leadership Team/Guiding Coalition
- Conduct monthly fire drill and document on reporting form
- Conduct tornado drill as required
- Do walk-through observations on all teachers at a rate of 5% a week, but visit all of the new teachers if possible; repeat all year as necessary with new teachers but 5% of the teachers should be observed each week
- Make sure the office staff understands to not interrupt classroom instruction except when absolutely necessary; and even then, only during the first two or last two minutes of a class period and or beginning/end of the day
- Feed your faculty and staff during PT Conference night (work with PTA/PTO to provide refreshments)

Data

- Analyze beginning-of-year data
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- Facilitate data disaggregation and decision making with K-3 staff/teacher teams. Repeat throughout the year
- Watch for private release of ESSA data to ensure no corrections are needed before public release
- Look for DESE communications regarding School Report card and communications tools

Title 1

- Continue review/update of strategic plan including external trend data, student achievement data, other student outcome data, and culture and climate data.
- Send a letter to parents whose child has been taught 60 consecutive days by a non-certified teacher;
 - No long-term, non-certified sub will be allowed to teach more than 60 days in a classroom.
- Review and file Title I funded teacher schedules
- Complete "Principal's Attestation"
- Develop schedule and begin extended day programs (if applicable).
- Distribute prior year assessment results to parents
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
- Send Parent Notification letters to all ESOL parents notifying them of their child's participation in ESOL programs prior to placement in English Language Instruction Educational Programs within thirty (30) days after the beginning of the school year.
- Hold parent-teacher conferences
 - Train staff
 - Communicate to parents if student is identified as In Need of Support
 - Review the grading policy
 - Review annual assessment data, classroom data, etc.
 - Suggest ways to help at home

Special Education

- Convene meetings to review individual student needs
- Make sure teachers have current IEP's in teacher binder or on file
- Check attendance at IEP meetings for compliance
- Review discipline data and need for MDR meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT
- Establish timelines for annual IEP meetings

Students and Families

- Build school culture by hosting an event for parents and/or students.
- Create a Parent Communications Log

- Create a plan for Student Voice and Choice
- Send out a monthly calendar of events/newsletter
- Create a Student of the Month for your school (reoccurring each month)
- Discuss a fall fundraiser with the PTO/PTA
- Be aware that free/reduced lunch applications are due this month. Strongly encourage families that might qualify to fill out and return their application. This benefits both the families and school funding.

Master Schedule

- Update transcripts for student transfers (as needed throughout the year).
- Look at reports specific to your role - Cycle 2 is a big one!
- Monitor IPR grades
- Process Progress Reports (IPRs).
- Monitor schedules by running Cognos reports to verify marking periods have been addressed correctly as schedules are changed.
- Run reports to verify data, identify & correct any errors focusing on data items that will pull in the upcoming cycle (Cycle 2).

October

Budget

- Approve Activity Reports - Check Register Report and Board Report
- Review Detail Expenditure Status Report for monthly spending
- Approve any PO requests and submit to bookkeeper

Staff and Building

- Conduct monthly fire drill and document on reporting form
- Conduct tornado drill as required by AR Department of Emergency Management
- Schedule dates to complete the RED, YELLOW, GREEN drills per district guidelines
- Create a plan with the custodians as to what the expectations are for Thanksgiving break and if they are going to be required to do deeper cleaning during that time
- Continue to conduct and document teacher observations

Data

- Collaborate with assistant principal or dean (if available) to reflect on 1st quarter student behavior data:
- Consider early data review:
 - PLC SMART Goals
 - Classroom Walkthrough Data
 - Attendance
 - Grades
 - RTI

- EES data
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

Title 1

- Title I evaluation rubric due October 1
- Continue review/update of strategic plan including external trend data, student achievement data, other student outcome data, and culture and climate data.
- Year-end report due October 31st
- Expenditure Report from July 1 - September 30 due October 31st

Special Education

- Review student IEP/504 implementation of plans
- Monitor grades of students at-risk of failing or currently failing
- Review discipline data and need for manifestation determination review meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Custodian Appreciation Day is this month
- Create a Student/Principal Group
- Create a Parent Advisory Committee (PAC)
- Send out a monthly calendar of events/newsletter (Parent night, P-T Conferences, Awards Assembly, etc.)
- Involve parents/community in planning for Red Ribbon Week
- Communicate with parents about inclement weather policies, AMI information, etc. Be prepared to re-communicate this information in subsequent months

Master Schedule

- Cycle 2 (A Big One) Work with eSchool Statewide Information System (SIS) Administrator as needed in re: to master schedule fields that pull for cycle reporting. Report cards/verification reports. Check for blank grades. Verify seniors passing classes needed for graduation
- Process Report Cards.
- Verify and reconcile blank marks in report cards.

November

Budget

- Approve Activity Reports - Check Register Report and Board Report
- Review Detail Expenditure Status Report for monthly spending

- Approve any Purchase Order requests and submit to bookkeeper
- Conduct Annual Public Report to the Public if this has not been completed

Staff and Building

- Continue to conduct and document teacher observations
- Conduct monthly fire drill and document
- Provide time in the school day for mentoring/buddy teachers to meet with their mentees to reflect upon the first nine weeks. Mentoring may also be provided through the Educational Service Cooperative.
- Make plans to provide extra food to the students over the Thanksgiving break

Data

- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- Ensure interim &/or CFA data is being used to inform instruction and remediation

Title 1

- Title I Comparability Report due November 1
- Make strategic plan available to parents and the community.
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

Special Education

- Check attendance at IEP meetings for compliance
- Review discipline data and need for Manifestation Determination Review (MDR) meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Master Schedule

- Verify ALE students and schedules(see meeting notes).
- Begin Scheduling Planning for the next school year.
- Visit with VE teachers re: completers offered for the next school year.
- Verify the number of students in GT, ALE, & SPED in regard to course offerings.
- Verify the number of students in each grade level.
- Monitor IPR Grades.
- Process Progress Reports (IPRs)
- Verify ALE students are coded correctly.
- Verify past course history has been entered for transfer students.

December

Budget

- Review that teachers have spent 75% classroom instructional money on current year students.
- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any PO requests and submit to bookkeeper

Staff and Building

- Continue to conduct and document teacher observations in the EES Platform
- Conduct monthly fire drill and document on reporting form
- Make plans to provide extra food to students over Christmas break
- Protect semester testing days by not scheduling ball games the night before testing
- Remind teachers that learning/testing must occur until the last day of the semester

Data

- Collaborate with assistant principal or dean (if available) to reflect on 2nd quarter student behavior and attendance data
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

Title 1

- Review strategic plan and the implementation of the action steps (document meetings).
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)
- Review staff development needs

Special Education

- Monitor grades of students at-risk of failing or currently failing
- Review discipline data and need for MDR (Manifestation Determination Review) meetings
- Monitor progress of annual IEP meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Reflect on the Semester
- Send Out Parent/Student Surveys
- Send out a monthly calendar of events/newsletter (Semester Awards Assembly)

Master Schedule

- Schedule changes for 2nd semester.
- Course selection of current 6th, 7th, 8th, 9th, 10th, and 11th. Course Selection Forms completed.
- Process report card grades. CHECK FOR BLANK MARKS! Monitor all students, especially seniors, passing required classes for graduation!
- Verify failures.

- Make any needed semester 2 schedule changes based on failure reports.
- Special education December 1 counts.
- If applicable*, finalize grades for semester 1.
- Complete process for report cards and transcripts (checking for blank grades).
- Calculations for GPA & Rank.

January

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any Purchase Order requests and submit to bookkeeper

Staff and Building

- Meet with entire staff to cover areas of emphasis for the second semester
- Finalize second semester Professional Development Plans
- Continue to conduct and document teacher observations
- Conduct monthly fire drill and document on reporting form
- Conduct tornado drill as required
- Hold conferences with seniors and their parents and have them sign a letter indicating they know that their child is not on track to graduate; the letter must include deadlines and work to do before returning to the graduation list
- Begin working with the counselor on next year's schedule
- Ensure certified staff are all on track regarding professional development requirements

Data

- Check on Seniors and credits; determine credit recovery
- Analyze 1st semester attendance reports
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- Ensure interim &/or CFA data is being used to inform instruction and remediation
- Facilitate data disaggregation and decision making with K-2 staff/teacher teams
 - K-2 Assessment second administration (Istation, iReady, NWEA MAP, Renaissance Star)

Title 1

- Complete semi-annual certification for staff working in Title I only
- Review strategic plan and the implementation of the action steps
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.).
- Survey teachers about their needs for professional development.

Special Education

- Make sure teachers have current IEP's in teacher binder or on file
- Review discipline data and need for MDR (Manifestation Determination Review) meetings
- Monitor progress of annual IEP meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Team Building
- Update Student Success Plans & communicate with parents
- Parent Night HS
- Parent Night at MS and Elementary
- Send out a monthly calendar of events/newsletter

Master Schedule

- Drop/add new students
- Enter grades for new transfer students.
- Enter transfer student past course history.
- Evaluate transcripts for schedule changes.
- Schedules for new students.
- Schedule changes.
- Complete grades process for report cards & transcripts (checking for blank grades)
- Calculations for GPA & Rank, *if applicable*.
- Print failing grade report for counselor, principal, person(s) who monitor eligibility, etc.

February

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any Purchase Order requests and submit to bookkeeper

Staff and Building

- Continue completing summative evaluations for career summative teachers
- Conduct monthly fire drill and document on reporting form
- Conduct tornado drill as required by AR Department of Emergency Management
- Elementary: begin planning for kindergarten transition: registration, etc...
- Begin to have any hard conversations with teachers that you will not rehire at the March board meeting.
- Create a plan with the custodians as to what the expectations are for Spring Break and if they are going to be required to do deeper cleaning during that time

- Begin discussing requirements for summer PD for teachers; include dates and times

Data

- Facilitate data disaggregation and decision making with K-2 staff/teacher teams
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

Title 1

- Review strategic plan and the implementation of the action steps
- Review Title I programs, funding, needs, and research
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.).

Special Education

- Check attendance at IEP meetings for compliance
- Monitor grades of students at-risk of failing or currently failing
- Review discipline data and need for MDR meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Communicate with parents of failing students and considerations of retention
- Meet with PTO to plan spring fundraiser
- Send out a parent survey
- Plan a Parent Night for spring testing information
- Read Across America Activity Planning
- Send out a monthly calendar of events/newsletter

Master Schedule

- Monitor IPR Grades.
- Process Progress Reports (IPRs).
- Verify next year's database environment has been created by eSchool SysAdmin (*must be in place to enter requests for upcoming school year*).
- Course Code Changes:
Commissioner's Memo for Course Code changes. Make sure all courses are in the course catalog for the upcoming year.
- Make any needed changes to the building course catalog in eSchool.
- Next Year Database Copied and Setup.
- Verify failures from the first semester.
- Enter failures into student schedule requests.
- Student requests entered into eSchool.

March

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any Purchase Order requests and submit to bookkeeper
- Share deadlines with staff for spending teacher monies.
- Check policy to see when Purchase Order and purchasing will be terminated for the year
- Check if any large purchases created tax reimbursements that must be spend

Staff and Building

- Continue evaluations for career summative teachers
- Contract renewal recommendations to the Superintendent for certified staff
- Post job openings for vacant staff positions for the next school year on school website and state educational job boards
- Complete Needs Assessment for School Improvement Plans
- Conduct monthly drills and document on reporting form
- Make recommendations for teacher rehires to the board/superintendent
- Attend as many spring sporting events as possible and remember an appearance at games for 2-3 innings may be enough to make a positive impact
- Make your Spring Break plans available to the superintendent because you may not have the entire week off
- Begin working on graduation: program, seating charts, tickets, speakers, parking, etc.

Data

- Collaborate with assistant principal or dean (if available) to reflect on 3rd quarter student behavior data
- Analyze data for current juniors in order to enroll them in support/intervention groups
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)

Title 1

- Review strategic plan and the implementation of the action steps
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

Special Education

- Begin preparation for state assessments by checking student accommodations
- Review discipline data and need for Manifestation Determination Review meetings
- Monitor progress of annual IEP meetings
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Set up student handbook committee (parents, students, teachers, and staff)
- Plan Awards Assembly
- Send out a monthly calendar of events/newsletter
- Begin a S.M.A.R.T. Challenge (or other variation) for home support of habits that ensure students do their best on the state test. Student/Parent contracts and drawings for prizes for participation
 - S - Sleep - get 8-10 hours of sleep each night
 - M - Minutes - get 30 minutes of physical activity each day
 - A - Afterschool - participate in the afterschool program to work on skills
 - R - Read - read every day!
 - T - Technology - no more than 30 minutes each day
- Send out tips for parents to help prepare students to do their best on the state test
- Discuss with seniors/parents about requirements for graduation to ensure completion
- Discuss with parents the status of any student in danger of not completing current grade/course

Master Schedule

- Process report card grades. CHECK FOR BLANK MARKS! Monitor seniors!
- Enter first semester failures into student course requests for next school year.
- Requests entered into eSchool by students through HAC, mass loading or scheduling students individually.
- Priority Deadline: April 1, 20__ (each year)*
- Run reports to verify the number of sections needed in the master schedule based on student course requests.
- Begin entering or modifying the master schedule in next year's environment.
- Continue working on student schedule requests.

April

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any Purchase Order requests and submit to bookkeeper
- Know your deadline for final expenditures

Staff and Building

- Complete end-of-year PGP teacher reviews and assist teachers with creating their PGPs for the next school year
- Begin having staff members schedule summer professional development based on their PGPs

- Set expectations/goals for staff summer professional development. Ex.-review essential standards, unit plans, learning assessment cycles, etc.
- Completed School Improvement Plan to district for Board of Education approval in May meeting
- Contract renewal recommendations to the Superintendent for classified staff
- Interview for vacant staff positions for the next school year
- Conduct monthly fire drill and document on reporting form
- Conduct staff and student surveys
- Conclude all TESS summatives and reflections before May
- Begin approving summer PD schedule with teachers
- Decide how to divide maintenance and custodian staff for summer responsibilities

Data

- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- Begin collection and organization of data that will inform elementary class list creation
- Ensure interim &/or CFA data is being used to inform instruction and remediation

Title 1

- Review strategic plan and the implementation of the action steps
- Begin annual evaluation of Title I school program.
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

Special Education

- Check attendance at IEP meetings for compliance
- Monitor grades of students at-risk of failing or currently failing
- Review discipline data
- Monitor programming implementation for Special Education, Section 504, Dyslexia, ELL, and GT

Students and Families

- Administrative Personnel Day (Secretary's Day) is this month
- Send out a monthly calendar of events/newsletter
- Schedule a student handbook committee meeting comprised of parents, teachers, staff, and students
- Plan a parent volunteer recognition event for end of year
- End of year parent/student survey

Master Schedule

- High School Master Schedule Developed and keyed in eSchoolplus (After final meeting for approval)
- Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year

- Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation, etc, as correlation to ESSA's SQSS for high school
- Verify and require course approval submissions.
- Monitor IPR grades.
- Process Progress Reports (IPRs).
- All student requests entered & verified.
- Master schedule fields verified and correct staff attached as primary teacher.
- Work on student schedules.
- Verify students have complete and correct schedules.

May

Budget

- Approve Activity Reports - Check Register Report and Board Report.
- Review Detail Expenditure Status Report for monthly spending.
- Approve any Purchase Order requests and submit to bookkeeper

Staff and Building

- Complete end of year scoring for Summative Learners
- Have staff members submit summer maintenance requests and classroom needs for the next school year
- Check all buildings and grounds to create a maintenance list for the summer maintenance staff
- Remove staff members that are leaving your school from staff email and phone lists
- Meet with the Student Handbook Review Committee to review and revise as needed
- Select personnel for School Leadership Team for next school year and conduct a meeting
- Continue to interview for vacant staff positions as needed for the next school year and provide recommendations to your Superintendent
- Conduct monthly fire drill and document on reporting form
- Professional Development report to District Office (if required)
- Ensure all discipline reports are entered into eSchool
- Set your personal summer schedule and post it for all to see
- Double check with eSchool personnel on your school's graduation list; accuracy is vital
- Set expectations/goals for staff summer professional development. Ex.-review essential standards, unit plans, learning assessment cycles, etc.
- Consider reassignment of staff in response to performance and student needs

Data

- Create and administer perception surveys about previous school year
 - Certified staff

- Classified staff
- Students
- Parents
- Community
- Collect, organize, and use collection of data to create elementary class list for following school year
- Review credit checks to determine who may need summer school or other credit recovery.
- Collaborate with assistant principal or dean (if available) to reflect on 4th quarter and year long student behavior data
- Begin and/or continue work with RTI team on student progress monitoring (monthly or more frequently)
- End of Year data review:
 - SMART Goals
 - Walkthrough data
 - Attendance
 - Grades
 - RTI
 - Observation data
- Study secondary course request data, simple tally reports, etc, to inform master scheduling for following school year
 - Consider Advanced Placement enrollment, Computer Science enrollment, Community Service Learning documentation, etc, as correlation to ESSA's SQSS for high school

Title 1

- Complete annual evaluation of Title I school program-submit to the LEA Title I director
- Finalize parent involvement activities for upcoming year
- Begin review/revision of school parent involvement policy.
- Begin review/revision of school-home compacts.
- Begin planning process for professional development for next year.
- File documentation (agendas, sign-in sheets, brochures, invitations, handouts, etc.)

Special Education

- Review campus ESY needs
- Review discipline data and need for MDR meetings
- All Annual IEP meetings should be concluded

Students and Families

- Teacher Appreciation Month is this month
- Nurse Appreciation Day is this month
- Facilitate data disaggregation and decision making with K-2 staff/teacher teams
- Send out a monthly calendar of events/newsletter
- Meet with parents about academic concerns/retention/summer school
- Plan summer school program and acquire commitments from parents to send their children

- Provide summer resources for parents and students
- Enlist parent volunteers to assist with field trips, field days, park days, etc.
- Invite parents to the end-of-year PBIS Celebration event/other events
- Plan end-of-year Awards Program
- Convocation
- Celebrations

Master Schedule

- Check with appropriate personnel to obtain Community Service information on seniors and add to transcripts.
- Finalize senior's grades. BE SURE calculations have been processed for credit, GPA, and Rank.
- Verify information on the student's academic screen in eSchool is correct.
- Finalize report card grades for remaining students.
- Finalize transcripts for remaining students. BE SURE calculations have been processed for credit, GPA, and Rank.
- Process senior grades and transcripts (checking for blank marks).
- Process grades for remaining students. (checking for blank marks).
- Calculations for GPA & Rank for all students who have credit bearing courses.

Contributors

Thanks to the collaborative spirit of administrators across the state, we are proud to provide this updated module. Below are those who contributed to the 2020 redesign.

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