

Practicum in Leadership

Shadowing Field Notes-Assistant Principal #1

Date: 1/12/2007 Time: 8:00 am-11:00 am

Individual Shadowed: Ms. Peach Duration: 3 hours

<u>Time</u>	<u>Activity</u>	<u>Reflections/Notes</u>
8:00-8:30	Bus Duty-Ms. Peach logs the buses as they arrive and greets students as they enter the building.	Is bus logging required? Students are getting a warm welcome as they enter the building—is there someone to welcome the teachers? Mr. Bob (bus driver) reported a difficulty with a student (Jimmy) on his bus; the student was repeatedly out of his seat requiring that the bus be stopped during the morning route. Ms. Peach made notes regarding Mr. Bob's complaint.
8:30-8:50	Discussed behavior complaint by Mr. Bob with "Jimmy" and "Khalil"	Jimmy indicated that he was out of his seat because of difficulties with another student ("Khalil"). Ms. Peach called Khalil to the office to discuss Jimmy's reported difficulties. Both student's parents were called and the students were sent back to class.
9:00-11:00	Special Education Designee Meeting at Central Office.	Ms. Peach is the school's special education designee. How often are meetings held? JES's principal was present—is the designee always an administrator? Topics discussed included SST referral procedures (led by Psych services director), hiring subs when paraprofessionals are absent (elementary spec. edu. Director), and upcoming mindset training for teachers and administrators. The meeting was still in progress as I left the building.