

Practicum in Leadership

Shadowing Field Notes-Assistant Principal #2

Date: 4/9/2007 Time: 8:00 am-11:00 am

Individual Shadowed: Mr. Dana Duration: 3 hours

<u>Time</u>	<u>Activity</u>	<u>Reflections/Notes</u>
8:00-9:30	Mr. Dana met w/ AU specialist and behavior specialist regarding ESY.	AU Specialist and Behavior Specialist requested a meeting with Mr. Dana to discuss allotted rooms, bus procedures, cafeteria use, media center/computer lab use for students with disabilities during the Extended School Year. Central office selected Mr. Dana's location to house the program during the summer months of 2007. Mr. Dana answered questions and inquired about the need for custodial staff and secretarial staff. The team selected the classrooms and restrooms that would be needed for use. Mr. Dana assisted the specialists in finding a central location between the selected classrooms to act as an office for the site supervisor.
9:30-10:15	Discipline Referrals	Mr. Dana met with several students to address disciplinary referrals. One student required repeated reprimand as he continued to show signs of irritation in the hallway outside of the administrative offices while waiting for his mother to return Mr. Dana's call. Mr. Dana spoke directly with student using mindset techniques but the student's behavior did not deescalate. The student was given in-school suspension after Mr. Dana was able to speak with his mother.
10:15-11:00	Teacher Observation	Mr. Dana observed Ms. Francis who is currently on a PDP. Mr. Dana was observing to see if Ms. Francis had improved her classroom management strategies. After completing the observation, Mr. Dana called Ms. Francis into the hall and requested that she come to his office later to conference about her performance.