**Reflection Journal**

**EDLS 695: Principal Internship**

**‍‍Date: Sunday, March 25, 2012**

**‍‍Journal Entry # 2 Debbie Womack**

**‍‍Issue addressed (e.g. Student Discipline):** **Standard II: Principals Demonstrate Instructional Leadership**

**a. Curriculum, Instruction, Learning and Assessment:** Principals enable school--‐wide conversations about standards for curriculum, instruction, assessment and data on student learning based on research and best practices, and ensure that the

ideas developed are integrated into the school’s curriculum and instructional approaches.

**Standard IV: Principals Demonstrate Human Resource Leadership**

**Teacher and Staff Evaluation:** Principals evaluate staff performance using the district’s educator evaluation system in order to ensure that teachers and other staff are evaluated in a fair and equitable manner with a focus on improving performance and, thus, student achievement.

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| **‍‍Instructions: Please take time to reflect on your learning during the week or collectively over the course. The two-sided reflection template provides you the prompts for this introspection. Save this electronically and submit in accordance with the guidelines provided by your facilitator.** | |
| **What did I learn/observe:**  This week was TCAP testing and on Monday during the 10th grade science TCAP, I had the opportunity to shadow my principal for 4 hours. It was quite informative and educational as I was able to observe the daily duties of a principal. We began at 8:00 AM and her day started with two staff meetings. One meeting was with the entire office staff and covered expectations and duties for the four days of TCAP. The second meeting was with the campus administration, which included the AP and the counselor. Over the next four hours, we:   * Prepared the weekly principal e-mail to the teachers * Conducted an observation, then discussed what each of us saw and what things to look for * Did room sweeps for specific things such as objectives of the board, open doors, and student engagement * Picked up Science TCAP attendance sheets, * Monitored TCAP breaks between tests * Monitored the lunch room * Processed and discussed what I observed during my shadowing. | **How This Will Impact My Leadership Practice:**  I will strive to communicate with my staff in a regular and timely manner. I will also delegate roles and tasks so that I can be available to be a more hands-on instructional leader. I will give positive, constructive, and timely feedback to the teachers after an observation so that they will see the direction and vision of the school and be able to make instructional adjustments, when needed and warranted. |
| **What new knowledge did I gain in my observations and interactions?**   * That once the day begins, my principal is rarely in her office. * That the principal has to be able to respond to a variety of interactions and situations automatically. * That my principal is a wonderful instructional leader and that she can adjust and respond positively to whatever the day brings. * That the principal thought that the day that I shadowed her was really low-key and ran very smoothly. * This year, the SAC role was delegated to a staff member and the principal served in a support role. * Staff and others want to help reach the intended goals.   **How will this impact how I make decisions regarding students, staff, and/or parents?**   * Make sure that all stakeholders know the expectations and that they are communicated regularly. * Keep a positive outlook and that carries over to the staff. * Make sure that all communication is responsive and clear. | **How will this impact those I lead? What will I need to supervise closely and what can be delegated?**   * I will want to increase teacher leadership roles through delegation of specific tasks during the year. * I will want to be in the classrooms often to support and provide instructional guidance.   **How will this impact my leadership processes?**   * As an instructional leader, I will want to engage and recognize those staff members who have the desire and willingness to take on more leadership roles. * I will want to incorporate a team approach to my leadership processes. When people feel that their contributions are valued and respected, then there will be more opportunities to delegate tasks and responsibilities to other staff members. |
| **‍‍*Critical Issues* to remember as I make decisions regarding students, employees, and/or parents and the law:**  Effective and regular communication is the key to all processes. Teachers, students, and parents are willing to help and step up to take on additional tasks especially when their contributions and input is acknowledged and recognized. | |