**Reflection Journal**

**EDLS 695: Principal Internship**

**‍‍Date: Sunday, April 1, 2012**

**‍‍Journal Entry # 4 Debbie Womack**

**‍‍Issue addressed (e.g. Student Discipline):**

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

**b. Recruiting, Hiring, Placing, Mentoring, and Recommendations for Dismissal of Staff:** Principals establish and effectively manage processes and systems that ensure a high--‐quality, high--‐performing staff, including an overall count and percentage of effective teachers that reflects the school’s improvement priorities.

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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 spring break and I spent the week gathering data for the drop box; however, on Thursday, when the class met, the speaker, Ms. Toy, shared some valuable information on recruiting and hiring. Even though the primary focus was on what we needed to do as potential administrator candidates during this hiring season, I gleaned some valuable nuggets for the future when I am screening candidates to hire. The information was timely and appropriate and much appreciated. | **How This Will Impact My Leadership Practice:**  I will seek to select candidates who truly put students first. I will carefully screen candidates and check references, and I will look for the candidate who really desires to be at my campus, not just a job seeker. |
| **What new knowledge did I gain in my observations and interactions?**   * That my goal is to put the best instructor in front of my students. * That screening through the interest letters and resumes and looking for red flags was critical to the hiring process. * That I want to look for key phrases that indicate how this candidate builds relationships and rapport with students. * That body language during the interview is critical. * Ask the right questions. * Be clear about what type of person is best for the position. * Use the UIP as my guide.   **How will this impact how I make decisions regarding students, staff, and/or parents?**   * Communicate with all stakeholders the hiring process. * Communicate with the SAC any needs and concerns about the upcoming hiring process. | **How will this impact those I lead? What will I need to supervise closely and what can be delegated?**   * I will want to create a strong selection committee and seek input from them.   **How will this impact my leadership processes?**   * As an instructional leader, I will want to engage staff members who have the desire and willingness to participate in this leadership role. * I will provide specific guidelines and information about the candidates and also stress the confidentiality piece of the process. |
| **‍‍*Critical Issues* to remember as I make decisions regarding students, employees, and/or parents and the law:**  The recruitment, screening, interviewing, and hiring process is one of the most critical components of a principal’s realm of responsibility. I must make every due diligent effort in getting and putting before the students the best that education has to offer. | |