

TOPIC: PERSONNEL / ADMINISTRATION

I. Hiring Practices

Goal	The new director will understand the importance of hiring good staff.
Measurement	The retention of staff will be reviewed.
Discussion Questions	<ul style="list-style-type: none"> • What are your local district's hiring practices? • Have you established open communication with your personnel department? • Do your candidates meet necessary initial certification requirements? • Do you have job descriptions that include qualifications to meet certification requirements? • What types of networks do you use in your searches for personnel? • How do you pre-screen candidates? • How do you conduct a legal interview? • Who does the actual interview? • Do you check references? • Do you have faculty orientation and handbooks for new staff?
Materials to Share	<ul style="list-style-type: none"> • District / administrative handbook (Personnel) • Job descriptions • Faculty handbook • Current certification requirements / forms • Sample interview questions • Copies of personnel advertisements
<i>Impact on:</i>	
Performance-Based Administrator Evaluation	ISLLC Standard # _____
School Improvement Plan – Form B of the PBAE	
Professional Learning Plan – Form C1 of the PBAE	

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II. Certification Requirements

Goal	All staff will currently have proper certification credentials
Measurement	Certificates are on file for all staff
Discussion Questions	<ul style="list-style-type: none"> • Who is responsible for initial certification? • Who is responsible for renewal of certification? • Are you current with certification requirements and the process you must use to certify staff? • Who is your contact for questions / help with certification? • What forms are needed, and where do you find them? • Who pays the cost for certification in your district?
Materials to Share	<ul style="list-style-type: none"> • Copy of certification requirements for position • Copy of Renewal of Certificate • Copies of all necessary forms for certification
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III. Teacher Evaluation

Goal	All teacher evaluations will be done in the manner prescribed by their local district.
Measurement	All paper work is on file
Discussion Questions	<ul style="list-style-type: none"> • What is your district policy and format for teacher evaluation? • What is your schedule for evaluating staff? • What standards are used for teacher evaluation? • As an instructional leader, how do you use the evaluation process to help your teachers be better instructors? • Is a Professional Development Plan in place for each teacher?
Materials to Share	<ul style="list-style-type: none"> • Copy of district's teacher evaluation policy • Copy of your building certification forms • Schedule of evaluations for the next five years • Copy of evaluation that has been done • Copy of Professional Improvement Plan
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IV. Professional Development

Goal	Write a professional development plan for your staff
Measurement	Document and evaluate professional development activities that occur during the year
Discussion Questions	<ul style="list-style-type: none"> • In what professional organizations do you and your staff participate? • What programs does your staff use for development and training? • Do you meet the requirements for professional development for certification and renewal? • Do you survey in-house training needs? • Do you evaluate the professional development programs you and your staff attend? • Do you and your staff have individual professional development plans? • Do you use the regional RPDC? • Do you use business / industry to deliver professional development or work experiences?
Materials to Share	<ul style="list-style-type: none"> • Copy of individual professional development plan • Schedule of professional development plan for school • Copy of survey used for in-house professional development • Copy of forms used to evaluate professional development
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V. Communication with Faculty

Goal	Use a variety of methods to ensure proper, timely, and effective communication with faculty
Measurement	Document communications / responses made with faculty to insure success
Discussion Questions	<ul style="list-style-type: none"> • What types of communications do you use with your faculty? • What types of activities do you have with your faculty? • Are your communications two-way? • How do you know if you are communicating effectively? • Is there a professional development committee and a plan in place? • Do you have a plan to evaluate your leadership skills with your staff?
Materials to Share	<ul style="list-style-type: none"> • Examples of faculty communications • Copy of faculty handbook • Schedule of faculty activities • Copy of evaluation of your leadership skills with faculty
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VI. Communication with Other Administrators

Goal	Use a variety of methods to insure proper, timely, and effective communication with other administrators
Measurement	Document communication / responses made with other administrators
Discussion Questions	<ul style="list-style-type: none"> • How often do you communicate with other administrations? • What types of activities do you have with other administrators? • How do you know you are communicating effectively?
Materials to Share	<ul style="list-style-type: none"> • Examples of communications with other administrators both in-district and with administrators from outside the district • Schedule of activities with other administrators • Copies of reports shared with other administrators
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VII. Communicating with School Boards

Goal	Use a variety of methods to insure proper, timely, and effective communications with your school board
Measurement	Document communications / responses made from your school board
Discussion Questions	<ul style="list-style-type: none"> • How often do you communicate with the school board? • What activities do you have with your board? • How are they different than administration? • How do you know you are communicating effectively? • How do school board members know about your school?
Materials to Share	<ul style="list-style-type: none"> • List of activities you do with your board • Documentation of any correspondence with the board of education • Schedule of board meetings • Presentations you have given to the board
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VIII: Communicating with Sending Schools

Goal	Use a variety of methods to insure proper, timely, and effective communications with your sending schools.
Measurement	Document communication/responses from your sending schools.
Discussion Questions	<ul style="list-style-type: none"> • What do you communicate with your sending schools? • What types of activities do you have with your sending schools? • How do you know you are communicating effectively? • How do you communicate with sending school principals? How often?
Materials to Share	<ul style="list-style-type: none"> • Copies of reports shared with sending schools • Schedule of meeting with principals • List of activities you do with other principals
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IX. Other Topics for Discussion

Goal	
Measurement	
Discussion Questions	
Materials to Share	
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