

# 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"> <li>• What are your local district's hiring practices?</li> <li>• Have you established open communication with your personnel department?</li> <li>• Do your candidates meet necessary initial certification requirements?</li> <li>• Do you have job descriptions that include qualifications to meet certification requirements?</li> <li>• What types of networks do you use in your searches for personnel?</li> <li>• How do you pre-screen candidates?</li> <li>• How do you conduct a legal interview?</li> <li>• Who does the actual interview?</li> <li>• Do you check references?</li> <li>• Do you have faculty orientation and handbooks for new staff?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• District / administrative handbook (Personnel)</li> <li>• Job descriptions</li> <li>• Faculty handbook</li> <li>• Current certification requirements / forms</li> <li>• Sample interview questions</li> <li>• Copies of personnel advertisements</li> </ul>
<b><i>Impact on:</i></b>	
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 are appropriately certificated.
Measurement	Certificates are on file for all staff
Discussion Questions	<ul style="list-style-type: none"> <li>• Who is responsible for initial certification?</li> <li>• Who is responsible for renewal of certification?</li> <li>• Are you current with certification requirements and the process you must use to certify staff?</li> <li>• Who is your contact for questions / help with certification?</li> <li>• What forms are needed, and where do you find them?</li> <li>• Who pays the cost for certification in your district?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Copy of certification requirements for position</li> <li>• Copy of Renewal of Certificate</li> <li>• Copies of all necessary forms for certification</li> </ul>
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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"> <li>• What is your district policy and format for teacher evaluation?</li> <li>• What is your schedule for evaluating staff?</li> <li>• What standards are used for teacher evaluation?</li> <li>• As an instructional leader, how do you use the evaluation process to help your teachers be better instructors?</li> <li>• Is a Professional Development Plan in place for each teacher?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Copy of district's teacher evaluation policy</li> <li>• Copy of your building certification forms</li> <li>• Schedule of evaluations for the next five years</li> <li>• Copy of evaluation that has been done</li> <li>• Copy of Professional Improvement Plan</li> </ul>
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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"> <li>• In what professional organizations do you and your staff participate?</li> <li>• What programs does your staff use for development and training?</li> <li>• Do you meet the requirements for professional development for certification and renewal?</li> <li>• Do you survey in-house training needs?</li> <li>• Do you evaluate the professional development programs you and your staff attend?</li> <li>• Do you and your staff have individual professional development plans?</li> <li>• Do you use your Regional Professional Development Center (RPDC)?</li> <li>• Do you use business / industry to deliver professional development or work experiences?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Copy of individual professional development plan</li> <li>• Schedule of professional development plan for school</li> <li>• Copy of survey used for in-house professional development</li> <li>• Copy of forms used to evaluate professional development</li> </ul>
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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"> <li>• What types of communications do you use with your faculty?</li> <li>• What types of activities do you have with your faculty?</li> <li>• Are your communications two-way?</li> <li>• How do you know if you are communicating effectively?</li> <li>• Is there a professional development committee and a plan in place?</li> <li>• Do you have a plan to evaluate your leadership skills with your staff?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Examples of faculty communications</li> <li>• Copy of faculty handbook</li> <li>• Schedule of faculty activities</li> <li>• Copy of evaluation of your leadership skills with faculty</li> </ul>
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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"> <li>• How often do you communicate with other administrations?</li> <li>• What types of activities do you have with other administrators?</li> <li>• How do you know you are communicating effectively?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Examples of communications with other administrators both in-district and with administrators from outside the district</li> <li>• Schedule of activities with other administrators</li> <li>• Copies of reports shared with other administrators</li> </ul>
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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"> <li>• How often do you communicate with the school board?</li> <li>• How often do you present to your school board?</li> <li>• How are they different than administration?</li> <li>• How do you know you are communicating effectively?</li> <li>• How do school board members know about your school?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• List of activities you do with your board</li> <li>• Documentation of any correspondence with the board of education</li> <li>• Schedule of board meetings</li> <li>• Presentations you have given to the board</li> </ul>
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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"> <li>• What do you communicate with your sending schools?</li> <li>• What types of activities do you have with your sending schools?</li> <li>• How do you know you are communicating effectively?</li> <li>• How do you communicate with sending school principals? How often?</li> </ul>
Materials to Share	<ul style="list-style-type: none"> <li>• Copies of reports shared with sending schools</li> <li>• Schedule of meeting with principals</li> <li>• List of activities you do with other principals</li> </ul>
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**IX. Other Topics for Discussion**

Goal	
Measurement	
Discussion Questions	
Materials to Share	
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