

THE SUMMER BIG 10 FOR PRINCIPALS

HIT THESE 10 TASKS OVER THE SUMMER TO SET YOURSELF UP FOR SUCCESS

You are only as effective as your staff

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Your School Improvement Plan

Review and analyze student achievement data from the last test scores and drill down. Adjust areas of improvement and develop strategies for success. Update your School Improvement Plan accordingly. All details of your site-specific plan need to be in place before any professional development training happens.



Professional Development for the Year

Based on the latest school data and updated School Improvement Plan, pivot your staff learning/training goals. Make sure to collaborate with teachers and staff as you plan professional development opportunities for the upcoming school year.



Policies and Procedures

Update and revise school policies, procedures, and handbooks to ensure they are up-to-date and in compliance with state and federal regulations. Make sure they comply with your school district's policies.



Squeaky Clean

Conduct maintenance checks and improvements on school buildings and grounds to ensure a safe and welcoming environment for students and staff. Conduct site walk-throughs with your custodial lead and district facilities and maintenance director.



Community Partners and Parents

Communicate with community members and your parent population to inform them about important school updates and events. Have your parent engagement plan complete and posted on your calendar.



Grow your Team

Determine your administrative team's strengths and weaknesses. Plot out how you will grow them by developing individualized growth plans for each leader.



Money, Money, Money

Develop a budget for the upcoming school year and prioritize funding for necessary resources and programs. Complete department or grade-level budgets and encourage your team to order supplies or materials before school begins.



Build a Schedule

Monitor and update your Master Schedules and complete your other schedules, such as supervision, sports/games, etc, pertinent to your school. For secondary schools, develop a game plan for sudden changes due to staffing shortages or section adjustments.



Take a vacation

Take time to relax and recharge so you return to school energized and ready to lead with enthusiasm and passion.

