

#### Principal Checklist

## Administrative Timetable

#### **August**

- New teacher orientation/induction
- New staff orientation
- New student orientation
- Make sure all teaching certificates are registered
- Meet with secretarial staff to discuss up-coming year
  - Develop yearly checklist
  - o Create "To Do" lists with individual responsibilities identified
  - Office coverage during the year
  - Operating procedures (answering calls, messages, visitors, etc.)
- Meet with custodial staff to discuss up-coming year
  - o Review summer work
  - Develop yearly checklist
  - Create "to Do" lists with individual responsibilities identified
- Meet with cafeteria staff to discuss up-coming year
- Meet with transportation staff to discuss up-coming year
  - Student discipline
- Prepare for teacher in-service
  - o Agenda: Check previous years' agendas
  - Handouts (class rosters, calendar, schedules, teacher evaluation cycle, emergency telephone list, etc.)
  - Teacher handbook (approved by board in July)
  - Mailing
- Allergy and medication list prepared for teachers
- Complete student registration
  - Mail student information packets if needed (include calendar)
  - Free/reduced lunch report
  - Identify students with special circumstances (e.g., custodial parents, double mailings)
  - Allergy/medication list
- Final class rosters and schedules should be completed
- Student/Parent handbooks ready for distribution along with sign-off sheet
  - Approved by board in July
  - Within 15 days of student enrollment
  - Procedures for oral communication made
  - Procedures for collecting sign-odd sheets and storage developed
- Make sure all classrooms are ready to go
  - Enrollment/desks
  - Supplies
  - A.V. checkout and distribution
- Prepare for board meeting
  - New hires
  - Update textbook list showing new texts and those replaced
  - Update curriculum materials list

- Submit a list of completed summer maintenance items
- Make sure all calendar dates are set and any changes or updates are passed along to the superintendent's office
- Set calendar dates for board letters due, principal meetings at unit office, and any other regularly scheduled meetings
- Annual inserts need to be made to building asbestos management plan
- CPR, first-aid, blood-borne pathogens, and child abuse annual trainings done with appropriate staff
- Establish dates for fire, disaster, and emergency drills
- Develop staff emergency telephone list (staff only)
- Fieldtrips for 1<sup>st</sup> semester approved by board
- Finalize bus routes
- Prepare a substitute teacher availability list
  - Substitute orientation
  - Substitute folders
  - Emergency lesson plans
- Prep for PTA meeting (May need meeting w/ PTA President.)
- □ IEPs needed this month
- □ Plan 1<sup>st</sup> day student assembly
- Supervise or arrange supervision for any extra-curricular activities
- Textbook distribution
- Building use by outside agencies
- □ A copy of the final class schedule for the year, teachers' handbook, student handbook, calendar, etc. all need to be sent to unit office by end of August
- Plans for parent night/open house
- "Who is in charge when the principal is out of the building" list
- Committee meeting schedules determined

- Band camps
- Make sure IHSA fall sports entry forms and fees are sent
- Make sure AD has prepared coaches' handbook
- AD meets with all coaches
- AD/Principal meets with all extra-curricular participants and parents to review rules and codes of conduct
- AD contacts all scheduled opponents and officials to verify contract information
- Finalize all athletic/fine arts transportation schedules
- Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- Fall sports practices begin
- Extra-curricular activity drug testing (ongoing)
- Driver education car
- Initial athletic and music booster club meetings
- Check with guidance office regarding college visits, testing arrangements, etc. for upcoming year
- □ Back-to-school dance (Howdy Hop)

# **September**

Open House
Parent/Teacher conferences
Parent and community communication plan
Faculty meeting
Board meeting
<ul> <li>If appropriate, teacher/department presentations to board schedule</li> </ul>
PTA/Booster meetings
Prep for any IEPs this month
Plan for mid-term progress reports
Plan for report cards
Prep and complete all evaluation duties
Supervise or make arrangements for supervision for all extra-curricular activities
Fire drill
Bus drill
Monthly meetings: Maintenance staff, office staff, etc.
Hearing and vision screenings
Student pictures
School Improvement Plan – due to Regional Office of Education
Budget review
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Finalized list of student information due to office
<ul> <li>Administrative notebooks with contact information</li> </ul>
<ul> <li>Student directory (requires notification and right to not release)</li> </ul>
Reminder notices for students not paying fees
Plan assemblies
Plan special events
Planning begins for curriculum for following year (based on SIP)
Fall housing report
Committee meetings

- IESA seed meetings for fall sports
- Eligibility
- □ Extra-curricular drug testing
- ACT test
- □ Senior announcement/class rings
- Early graduation petitions
- Plan fall sports award ceremonies
- Homecoming
- □ Senior college planning
- Fall sport pictures
- School dance

#### **October**

- Faculty meeting
- Board meeting
- PTA meeting
- Parent/Teacher Conferences
- End of first quarter
- Report cards
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- Holiday program planning
- □ Fire drill Fire Prevention Week
- Illinois Principals Conference
- Personnel planning for next year begins
- Daylight savings time ends
- School improvement activities
- Budget review
- Committee meetings

- □ IESA state for boys' baseball, girls' softball, cross-country
- Eligibility
- Extra-curricular drug testing
- Fall sports award ceremonies planning
- Winter sports
- AD meets with all winter sport coaches
- AD contacts all scheduled opponents and officials to verify contract information
- □ Finalize all athletic/fine arts transportation schedules
- Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- Scholastic Bowl entry deadline, state workshop
- ACT test
- PSAT and PLAN given this month
- Senior college planning
- School dance
- Fine arts special events

## **November**

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year
- Personnel planning continues
- Budget review
- Holiday program planning continued
- Notify teachers when mid-term grades are due
- Set dates/prepare for student organization pictures
- Thanksgiving Day meal (invite parents, grandparents, community leaders, board members, administration)
- Student proof of immunization, physical exam, dental exam due
- American Education Week
- Committee meetings

- Eligibility
- Extra-curricular drug testing
- Fall sports award ceremonies
- IESA girls' basketball tournament series begin
- Winter sports start competition
- Senior college planning
- College Career Night
- Illinois Association of School Boards Conference
- Winter sport pictures
- Fall play
- Winter sport pictures
- School dance (Turkey Trot)
- Fine arts special events

## **December**

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- □ Monthly meetings: Maintenance staff, office staff, etc.
- Finalize maintenance schedule for winter break
- School improvement activities
- Instructional program planning for next year
- Personnel planning continues
- Holiday program
- Budget review
- Committee meetings
- Faculty/staff social events
- Prepare for end of 2<sup>nd</sup> quarter/first semester
  - Scheduling for second semester
  - Room assignments
  - Final exams
  - Report cards

- Eligibility
- Extra-curricular drug testing
- Winter sports continue
- School dance
- ACT test date
- Illinois State Scholars announced this month
- Holiday tournaments
- Winter break practice schedule
- Fine arts special events

## January

Faculty meeting Board meeting PTA meeting IEPs Prep and complete all evaluation duties Supervise or arrange supervision for all extra-curriculars Monthly meetings: Maintenance staff, office staff, etc. School improvement activities Instructional program planning for next year Personnel planning continues Budget review Committee meetings Confirm state testing/other standardized testing dates and notify teachers – scheduling for these days Spelling bees/geography bees Set dates for spring field trips (board approval) Fixed asset inventory Begin planning for pre-registration for fall at all levels End of second quarter/semester Report cards

## High School & Junior High/Middle School

New schedules for studentsStudent retention monitoring

- Eligibility
- Extra-curricular drug testing
- □ High school winter sports continue
  - Girls' basketball regional seed meeting
- School dance
- □ IESA boys' basketball regional seed meeting/regional; girls' volleyball begins
- College planning for seniors
- College planning for juniors begins
- Fine arts special events

# **February**

	Faculty meeting
	Board meeting
	PTA meeting
	IEPs
	Prep and complete all evaluation duties
	Supervise or arrange supervision for all extra-curriculars
	Monthly meetings: Maintenance staff, office staff, etc.
	School improvement activities
	Instructional program planning for next year
	<ul> <li>Scheduling – student requests</li> </ul>
	<ul> <li>School calendar</li> </ul>
	<ul> <li>Student pre-registration</li> </ul>
	<ul> <li>Orientation planning</li> </ul>
	Personnel planning continues
	Regional Office compliance visit
	Budget review
	<ul> <li>Budgeting requests for next year due to principal</li> </ul>
	Committee meetings
	Mid-quarter progress reports
	Set date and prepare for parent/teacher conferences
	Student retention monitoring
	Fire/Disaster drills
	Planning for end-of-year special events
	<ul> <li>Graduation</li> </ul>
	<ul> <li>Academic awards</li> </ul>
	<ul> <li>Concerts</li> </ul>
	<ul><li>Picnics</li></ul>
High	School & Junior High/Middle School
	Eligibility
	Extra-curricular drug testing
	High school - winter sports continue
	<ul> <li>Boys' basketball regional seed meetings</li> </ul>
	<ul> <li>Girls and boys' state tournaments</li> </ul>
	<ul> <li>Wrestling weight certification deadline/regional seed meeting</li> </ul>
	School dance
	Prom-check prom plans to be sure all orders are in, theme decided,
	arrangements made, contracts signed
	IESA
	Boys' basketball regional/sectionals/state
	Girls' volleyball regional seed meeting
	College planning for seniors
	College planning for juniors
	Yearbook materials due to printer

□ Financial Aid Awareness Month

□ Fine arts special events

- March Faculty meeting Board meeting PTA meeting IEPs Prep and complete all evaluation duties Notice of non-renewal Supervise or arrange supervision for all extra-curriculars Monthly meetings: Maintenance staff, office staff, etc. School improvement activities Instructional program planning for next year Scheduling School calendar Student pre-registration Orientation planning Pre-school screenings Work on faculty and student handbooks Personnel planning continues (hiring) Budget review Budgeting for next year Committee meetings Fire/tornado drills Continue end-of-the-year planning Standardized testing End of 3<sup>rd</sup> quarter Report cards Student retention monitoring P/T conferences High School & Junior High/Middle School Eligibility Extra-curricular drug testing AD meets with all winter sport coaches AD contacts all scheduled opponents and officials to verify contract information □ Finalize all athletic/fine arts transportation schedules Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc. High school Winter sports awards Spring sports begin practicing IHSA solo/ensemble Contest School dance
  - Prom check to make sure things are progressing
  - IESA
    - Volleyball and wrestling tournaments
    - Spring sports begin
  - College planning for seniors
  - College planning for juniors
  - Fine arts special events

# <u>April</u>

	Faculty meeting
	Board meeting
	PTA meeting
	IEPs
	a representation and a remainder drawer
	Supervise or arrange supervision for all extra-curriculars
	Monthly meetings: Maintenance staff, office staff, etc.
	Finish evaluations
	Begin summer planning     Establish vacation days for staff
	Establish vacation days for staff  School improvement activities.
	School improvement activities Instructional program planning for next year continued
ч	Scheduling
	School calendar
	<ul> <li>Student pre-registration</li> </ul>
	<ul> <li>Orientation for new students</li> </ul>
	<ul> <li>Pre-school screenings</li> </ul>
	<ul> <li>Continue updates to faculty and student handbooks</li> </ul>
	Budget review
	<ul> <li>Budgeting for next year</li> </ul>
	Committee meetings
_	Fire/tornado drills
	Continue end-of-the-year planning
	Notify parents of students to be retained Summer school recommendations
	Mid-term progress reports
	Get diplomas to Board and Superintendent to sign
_	Second bus evacuation drill
_	State testing
	Daylight savings time begins
_	School & Junior High/Middle School
	Eligibility
	Extra-curricular drug testing
	High school – spring sports School dance
	IESA

- Spring sports begin College planning for seniors
   College planning for juniors

- □ Fine arts special events
- □ Scholastic bowl seed meeting and regionals

o Volleyball and wrestling tournaments

- ACT test date
- PSAE-juniors

- May Faculty meeting Board meeting PTA meeting IEPs Prep and complete all evaluation duties Supervise or arrange supervision for all extra-curriculars Monthly meetings: Maintenance staff, office staff, etc. School improvement activities Instructional program planning for next year continued Scheduling Review student placements for next year Schedules to teachers and students School calendar Student pre-registration Orientation for new students Pre-school screenings Continue updates to faculty and student handbooks Order textbooks Personnel planning continues (hiring) Budget review Budgeting for next year Review requisitions, begin ordering supplies Committee meetings Fire/tornado drills – make sure all completed Student retention conferences held Teacher appreciation week ISBE grant reviews End-of-the-year Special events – award nights Graduation Final exam schedules Last day of school Report card distribution Final reports to district office **High School & Junior High/Middle School** Eligibility Extra-curricular drug testing High school Boys' and girls' state track meet State music contest
  - Sports banquetsProm
  - □ IESA –spring sports tournaments

Scholastic bowl sectional and state

- College planning for seniors
- College planning for juniors
- Fine arts special events
- PSAE make-ups

#### June

- Board meeting
- Monthly meetings: Maintenance staff, office staff, etc.
- Personnel hiring
- End of the year wrap up completed
- Finalize handbook changes faculty and student handbooks
- Summer camps finalized and approved by board
  - Develop supervision plans for these programs
- Summer school begins
- Prepare materials for registration
- Prepare evaluations of Title I and gifted and give to superintendent
- Complete final work on school improvement plan
- Finalize any summer work being paid with grant money
- Last day of summer school, check grades
- Update Administrators' Academy program and enroll in session if needed to keep certification updated
- □ Finish up any work with guidance counselor on scheduling, etc.
- Finish ordering

#### **High School and Junior High**

- □ IESA membership deadlines
- Non-eligibility lists for fall
- Check summer driver's education program
- Schedule summer practices, weight lifting, etc.
- Schedule physicals for fall sports

#### July

- VACATION
- Board meeting
- Monthly meetings: Maintenance staff, office staff, etc.
- Finish personnel hiring
- Advertise registration dates; finish preparation of all materials
- New staff orientation planning
- Prepare for teacher in-service
- All handbooks (faculty and student) copied and ready for distribution
- Summer maintenance update
- Get driver's education car contract prepared
- Order materials for new staff
- Write up personal continuing education plan
- Supervise or arrange supervision for all summer activities scheduled