

# No one creates success alone!

Greenville Elementary

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# My Focus

For my project, I focused on empowering others to take on some of the tasks of the principal, so that I would have time to do the essentials - be an effective leader and create an environment where everyone can become great.

In order to do this, I had to ask myself, “What am I willing to give up? What do I need to give up? What do I need to keep? What impact does each task have on student learning or positive culture?”

# Background Leading to this Inquiry

- *For the past five years, I have been the principal at Greenville Elementary (without an Assistant Principal or Administrative Intern to share the leadership roles) within a building of 400+ students and 50 staff members. The other 8 elementary schools in our district have someone to help share the load and responsibilities of the Lead Learner.*
- *I wonder how/what I would delegate if giving the opportunity to have an administrative intern. (The five Title I Elementary Schools have an Assistant Principal; The other three Non-title I Elementary Schools have an Administrative Intern) I want to be the best role model/leader for this new position.*
- *Note: Our building is in a construction phase that will bring additional classrooms and additional staff and another 100+ students.*



# Purpose of This Inquiry

***Therefore, the purpose of my action inquiry was to manage my time as principal to best meet my needs.***



# My Wondering

- With this purpose, I wondered how can I be a better Instructional Lead Learner by delegating some of the daily duties of the Principal?



# My Actions

- Contact each Elementary Administrator in our School District.
- Ask designated set of questions to better understand how each building handles their responsibilities.
- Then decide: What am I willing to give up? What do I need to give up? What do I need to keep? What impact does each task have on student learning or positive culture?”



# Data Collection

**Principal:**

**School:**

**Date/time:**

**Title/Non- title school:**

**Student enrollment:**

- 1. What are the duties you have delegated to your assistant/intern?**
- 2. Are there any duties you make sure you oversee or any you give total control to them?**
- 3. Are there duties you would never give to the assistant/intern?**
- 4. Do you have scheduled times to meet with them? How often/ long?**
- 5. Do you have an agenda or just what's going on at the time?**
- 6. What have you learned from your assistant/intern?**

# My Data

	Title Schools					Non-Title Schools		
	School A	School B	School C	School D	School E	School F	School G	School H
Enrollment	339	411	641	223	295	596	626	733
Special Education	Paperwork; Conferences - Initials and ACRs	X	Note: they have a SE Coordinator	(Counselor does)	X (Prereferrals & Case Conf.)	Main contact; 1st yr did together; new referral & scheduling	X (All) * She also mentors to SE Teachers; writing Indiana IEPs; communicating with parents.	Complete control



# My Data

	School A	School B	School C	School D	School E	School F	School G	School H
Walk throughs Classrooms		X		Share		together at 1st	some	Walk Throughs together once a week to then doing it every other week.
Discipline	Principal does most of discipline; especially upset parents	Bus Discipline is 70/30	Share/90% of Bus Discipline	Share	70%	Deal with tough ones	X (need to call Principal if do any suspension s); Principal does bus disciplines because he does bus referrals. Also, helps if there is a lot in one day.	Share

# My Data

	School A	School B	School C	School D	School E	School F	School G	School H
Evaluations	Split Evaluations and Observations	Google account to see; assign veteran to Intern and new to principal; HE to Intern	Divide Observations and Evals.	Share 1/2		Principal does all evals; Intern does observations but share conversation	1 - 30 min on every teacher; 2 walkthroughs in formal setting; Spring: 1-15 min on everyone and walkthroughs	50/50 with Observations; give easy ones to Intern; Intern participates in the face to face meetings *Since this Intern has been in Middle School, he has not done observations but will next year.

# My Data

	School A	School B	School C	School D	School E	School F	School G	School H
Google Doc Charts			X	Intern		Intern managed spreadsheets	Principal does data	Intern completes
Cafeteria	Both in there from 11:30 - 12:30		X	Share				Intern completes schedule for lunch monitors; both in cafe for the 1st two weeks; share after - Intern takes the lead and is in there more time; Intern meets with monitors if needed

# My Data

	School A	School B	School C	School D	School E	School F	School G	School H
Scheduled time to meet together:	Meet every day after school to touch base; in morning after kids are in rooms for the daily activities.	At the beginning, daily to touch base. Tuesday is Leadership Team meeting but it is with others.	Offices are close by	Eat lunch together daily; Leadership Team (Dream Team) on Mon. AM for 1 hour; Wish Team (all behavior) on Thurs. AM 1 hour; Grade Level Team	During Leadership on Mon. AM; discuss PD opportunities; Not structured times	Did at the beginning but now it's hard to schedule; we try	Each morning	No, open door; hourly; close to counselor too
Agenda ?	No - just touch base	Whatever is important now. She comes with a plan vs. the others was already doing the plan and telling.	No, they talk quite a bit throughout the day	N/A	Leadership - lightning round; no paper pass out	Not really	Yes, google doc with shared observations	Whatever is going on at the time

# My Data

	School A	School B	School C	School D	School E	School F	School G	School H
Things the Principal would never give to the assistant/intern:		Discipline on a teacher but have in the meeting		ILEARN accountability; schedule; sign in/sign out	Not really; Collaborative	Evaluations	Never meet with a teacher over an issue; Principal deals with safety & School Improvement Plan	Principal has total control of the beginning of year meeting; end of the year and staff meetings.
Notes:	Principal does the newsletter. Principal does hiring but wants input	Allows the principal to get in classrooms		Recommend to do observations together with Intern @ first. Corrective feedback is good thought help guide them.		Leadership Team : Principal Counselor; Social Worker; ACP Therapist	Many interns have not been licensed 00%. Car Rider Line with TV Screens like airport terminals; iPads monitor on the walls 250 - 300 cars	Principal also keeps ISTEP/ILEARN; IREAD; SIP; Reading Plan; Collaboration Calendar. Not micro manage time; work super hard; come in around the same time

# My Discoveries

## What am I willing to give up?

- Special Education Conferences/504s
- Collecting data for Systems to Systems
- Some of the discipline
- Attendance concerns
- Field Trips/Assemblies

## What do I need to give up?

- Some Observations/Evaluations
- Scheduling (Assistants, upcoming events, ILEARN/IREAD)
- MTSS
- Some evening events
- Systems to Systems Graphs for Quarterly discussion

*The key is to model and then let the Admin. Intern learn & grow*

# What do I need to keep/model?

- Walk throughs together at the beginning
- Standardized testing
- Meetings with difficult parents, teachers, or students
- School Calendar
- Collaboration agenda
- Hiring
- Tough discipline situations
- Share morning & afternoon dismissal
- Staff Notes
- Newsletter (share)

# **What impact does each task have on student learning or positive culture?**

- Still need to be present in the building.
- Would like to see more presence in the cafeteria during lunch with Admin team.
- Importance of daily check-ins



# Where Am I Heading Next

- This spring, the School Board approved having an Administrative Intern at Greenville.
- The plan is to hire this summer.
- Construction will allow room for an office space for the new position.
- What questions will I ask during the interview?
- What are the pros/cons to hiring internally or out of district?
- How will I know that they are the right person for the position?

***“Empowering Others Around You”***

Wendy Ivey, Principal

Greenville Elementary

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*Empower others to take on some of the tasks of the principal so that I have time to do the essentials, be an effective leader, and create an environment where everyone can become great. What am I willing to give up? What do I need to give up? What do I need to keep?*

*What impact does each task have on student learning or positive culture?*

*No one creates success alone!*