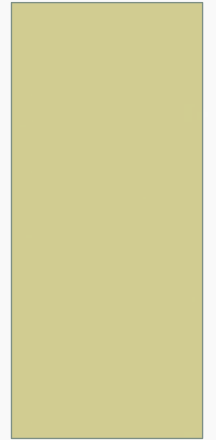


FINDING THE TIME FOR WHAT MATTERS

NEW PRAIRIE HIGH SCHOOL

JEN SASS
JSASS@NPUSC.K12.IN.US

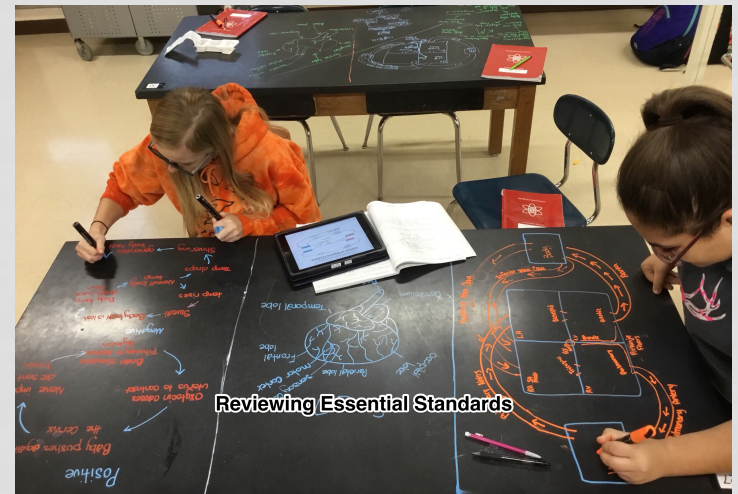
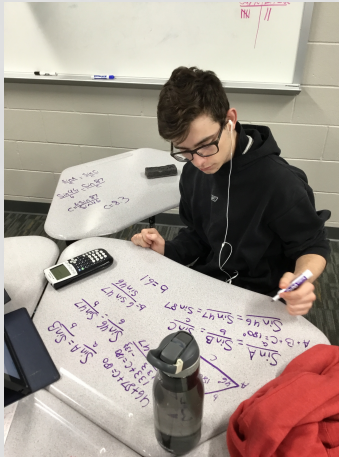


BACKGROUND LEADING TO THIS INQUIRY

- Classroom visits remind me of why I became an administrator
- Watching students and teachers engage in one another's learning
- Overwhelming to me to think about how much impact ONE teacher can have on a student's life path
- See the impact, good and bad, a teacher can have on their students
- Teachers who struggle with instructional strategies, feel overwhelmed or just "don't get it" need some guidance and help
- Instructional time going on in classrooms everyday is the most important focus of an administrator

PURPOSE OF THIS INQUIRY

- My purpose is to find more time in my workday to spend more time in the classroom.



MY WONDERING

- Knowing the impact of instruction, why haven't I *made* the time daily?
- What can I change in my schedule to provide more time for classroom visits?
- What is taking my time daily that can be delegated or adjusted to free up time?
- How will I make sure this a priority daily?

MY ACTIONS

- Reflected on calendar/daily agenda to see what is taking my time
- Reflected on duties I could delegate
- Set up a spreadsheet to track my visits
 - Goal of 5 classrooms a day (December-January)
 - Goal of 7 classrooms a day (February-April)
- Reflect on what I see in the classrooms

DATA COLLECTION

- Weekly spreadsheet of teachers/visits
- Calendar

IPLI Class visits

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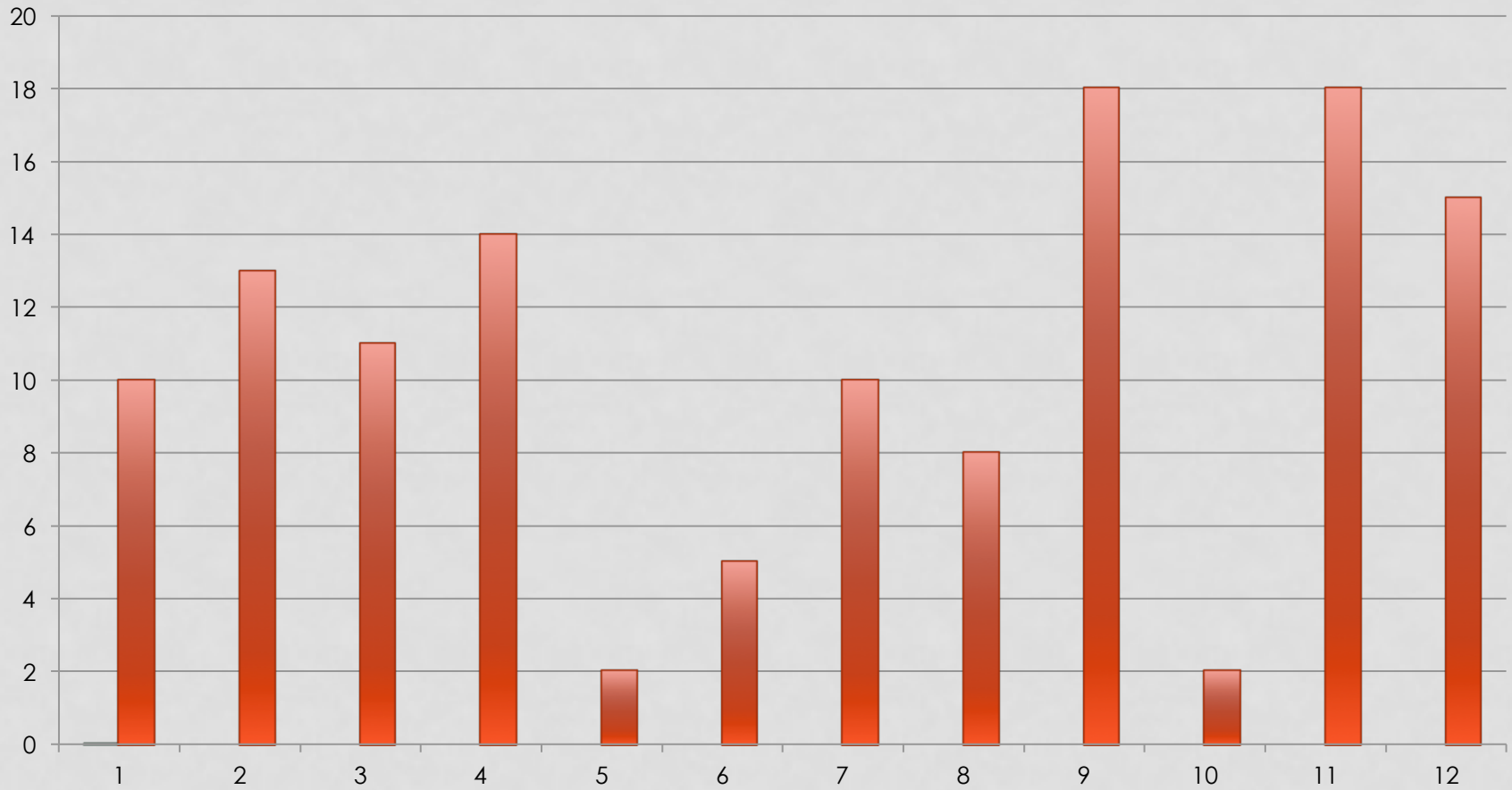
Increase decimal places

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Crystal Wilkeson						x							x			
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Landa Davis							x				x				x	
Sica Sinka						x					x					
White			x										x			
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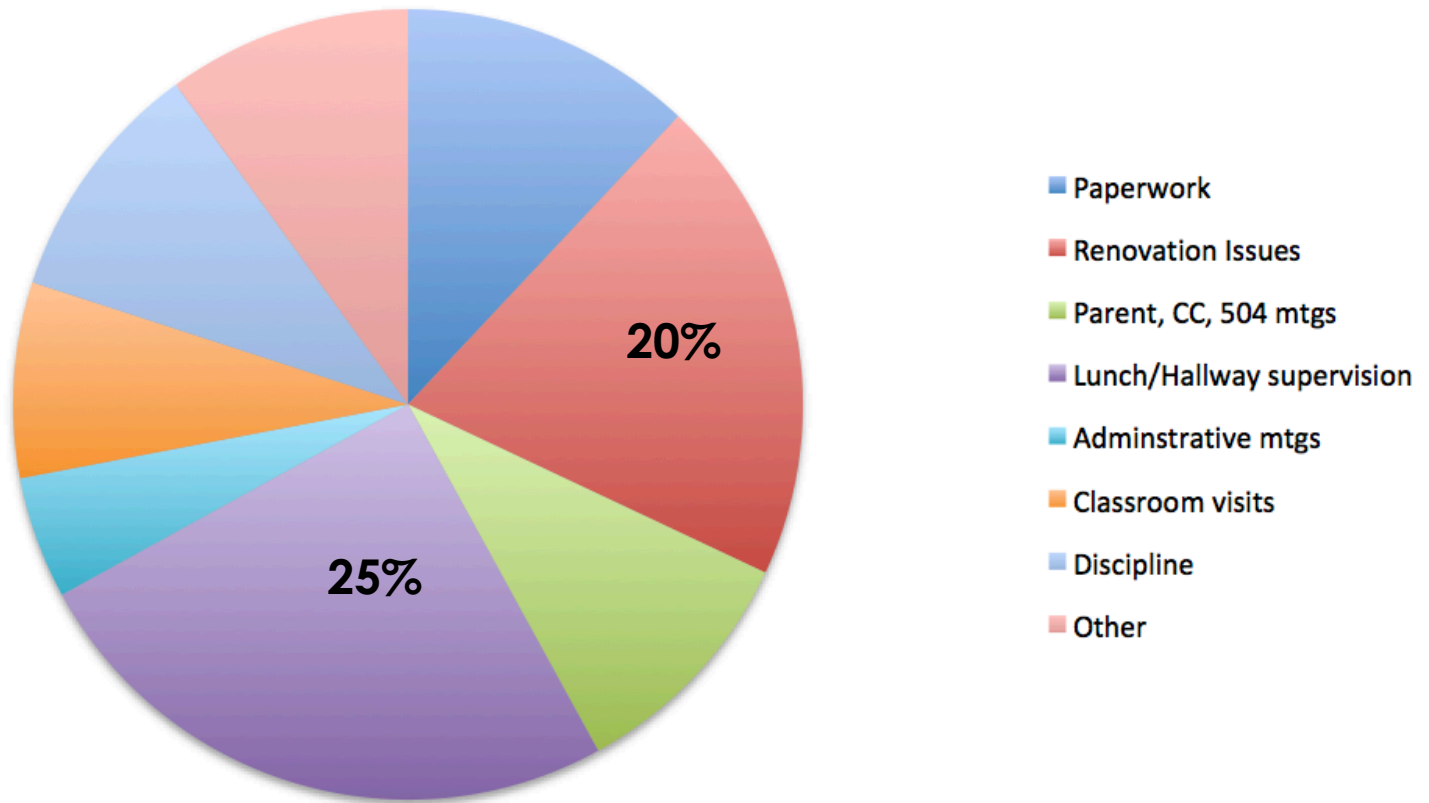
Sheet1



CLASSROOM VISITS



HOW DO I SPEND MY TIME DAILY?

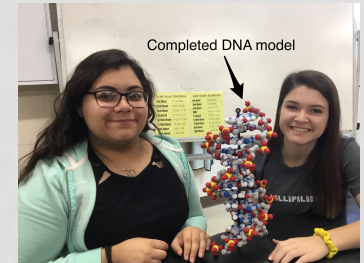


MY DISCOVERIES

- I felt more connected with students & teachers.
- I am more aware of strengths and areas of concern in instructional strategies.
- I feel I am more in the “know” of what is taking place in the classrooms.

WHERE AM I HEADING NEXT

- Increase my time in classrooms
- Continue to do the spreadsheet documenting the visits
- Add a positive note/ email about what I saw in the classroom
- Continue to monitor what I am spending my time on daily!



**Renovation
complete=More
classroom time!**



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- **Purpose** When I walk into a classroom, it all clicks. It reminds me of why I became an administrator. I love learning and nothing is more exciting to me than watching students and teachers engage in one another's learning. Sometimes it is overwhelming to me to think about how much impact ONE teacher can have on a student's life path. If the teacher loves Science and truly believes ALL students can learn, it is a game changer for the student sitting in the class feeling inadequate and lost. As I round out my ninth year in administration, I have seen the impact, good and bad, a teacher can have on their students. The teachers who struggle with instructional strategies, feel overwhelmed or just "doesn't get it" need some guidance and help. I believe the instructional time going on in classrooms everyday is the most important focus of an administrator. My purpose is to find more time in my workday to spend more time in the classroom.

- **Question (Wondering)** Why have I not found time daily for the most important focus as an educational leader? (classroom visits)
 - **Sub questions**
 - Knowing how important instruction is, why haven't I *made* the time daily?
What can I change in my schedule to provide more time for classroom visits?
 - What is taking my time daily that can be delegated or adjusted to open up time?
 - How will I make sure this is a priority daily?

- **Method (What will I be doing?)**
 - I will track reflect on my calendar from August until November and determine what is taking the majority of my time.
 - I will work with my assistant principal to see what duties can be shared and/or delegated.
 - I will visit a minimum of five classrooms a day for a minimum of ten minutes. (December-January)

- I will visit a minimum of seven classrooms a day for a minimum of ten minutes. (February-March)
 - I will keep a journal during these months to reflect on the classrooms visits and/or what is keeping me from these visits.
 - I will keep a spreadsheet of my teachers to track the dates of classroom visits.

- **Data Collection**
 - Analysis my calendar for what is taking my time
 - Analysis my weekly journal on my visits and/or reasons why I didn't get them accomplished.
 - Review journal/spreadsheet to see how I can "find" time and/or make more if I am not meeting my goal.

- **Calendar (timeline)**
 - August –November
 - Collect data on how I am spending my time daily
 - December –January
 - Visit a minimum of five classrooms a day for 10 minutes
 - Keep a journal of my visits
 - Keep a spreadsheet of my classroom/teacher visits
 - February –March
 - Visit a minimum of seven classrooms a day for 10 minutes
 - Keep a journal of my visits
 - Keep a spreadsheet of my classroom/teacher visits

- **Data Analysis**
 - Analysis August-November calendar of how my time is spent daily
 - Analysis spreadsheet of teacher visits
 - Reflect on daily journal