

# Increasing My Confidence in Teacher Evaluations

Tri-County Jr/Sr High School

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# Time Management for New Principals

## Just the Facts

### Biggest Challenges Facing New Principals:

- 59% Managing my time
- 36% Implementing change
- 29% Evaluating staff
- 26% Understanding the politics
  
- Interrupted 1 time every 8 minutes.

# Background Leading to this Inquiry

- Didn't feel enough time was being spent in classrooms.
- Felt uncomfortable meeting with teachers based on lack of evaluation times.
- Feedback was based on one short and one long observation.
- Struggled with non-math instruction observation.
- Didn't feel a connection with some staff members.
- Lost touch with student engagement.

# The Purpose of this Inquiry

- To organize my time more efficiently to get into classrooms.
- Set goals to get into classrooms.
- Really see what is happening in the classrooms.
- Check on student engagement and on-task times.
- Have data to show that classroom observation time had increased.
- Feel more prepared when meeting with staff members.

# The Wondering

- If I organized my time better during the day, could more time be spent in observing classrooms?
- Would this additional time in the classroom help me to be a better instructional leader?
- Would setting specific weekly goals for observations help get me into classrooms?
- Would this increased time in classrooms improve my ability to evaluate and communicate with teachers?
- Could this improve student and staff relationships in the building?

# My Actions

- To set a goal of 5 to 7 classroom walk-throughs each week.
- Each walk-through would last at 10 minutes.
- Use the SFS app to check boxes from the observations.
- Use the feedback from the walk-throughs in my teacher meetings.
- Interact with students at proper to gauge engagement.

# Data Collection

- Started a Google document to track my observations.
- Use SFS app to review common observations in classrooms.
- Made notes on student comments for teacher evaluations.
- Used a whiteboard in my office to track my daily schedule.

# My Data

- Tracked observations from 10/25 through 4/8 (19 weeks).
- Totaled 102 walk-throughs/announced/unannounced.
- Averaged 5.3 classrooms visits per week.
- Staff discussion time to review observations has increased.



# My Discoveries

- I felt a closer connection to our students.
- I had a better understanding on what was happening in classrooms, so confidence in content knowledge has grown.
- Teachers commented on my increased time in classrooms, which has improved my confidence in making suggestions for best classroom practices.
- My relationships with teachers grew, which helps in my leadership.
- My abilities and confidence grew in discussions with teachers in non-math subject areas on suggestions for student engagement.

# Where Am I Heading Next

- Increase my goal for the 2022/23 school to 7 to 10 walk-throughs per week.
- Observe some Google Meets to give feedback during evaluations.
- Increase interactions with students in and out of the classrooms.

# Bibliography

- Matt Foster. (2020 ). Time Management for Principals. Retrieved from <https://principalsseminar.com/time-management-for-principals/#Principals-and-Time-Management>