ADMINISTRATIVE EXPECTATIONS

♦ Be a positive role model (dress, speech, actions)
♦ Praise your employees when they deserve it
♦ Have a positive attitude
♦ Seldom be absent
♦ Be willing to work numerous hours
♦ Be a participative member of the district administrative team and work to support each other in order to form a cohesive team
♦ Be honest and communicate directly with staff so they know your expectations
♦ Support the Board and Central Office decisions
♦ Arrive to work and assigned duties on time
♦ Arrange your schedule so you can help with morning, noon and after school supervision of students
♦ Attend administrative meetings as scheduled
♦ Respond to all staff questions and concerns in a timely manner
♦ Monitor the curriculum to make sure the correct content is taught
♦ Communicate honestly, respectfully and fairly with staff and parents
♦ Attend the functions of your school and district functions as appropriate (i.e. Academic Fair, Casey Graduation, Chamber of Commerce Dinner and others when your staff are receiving awards, Parents Making a Positive Change meetings on occasion…)
♦ Conduct daily walk-throughs of the school, entering each room at least once every day
♦ Keep all of the building administrators and CO administrators informed about any potential problems
♦ Always inform your secretary when you will be out of the building, where you will be and if you are accessible by cell phone