

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