

# Effective Observation Training

## Domain Seven Training Activity

### Domain 7. Operations and Management

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

#### PART ONE:

1. **Talk:** Discuss with one or two others how the practice reflected in this domain in the box above is important for excellent leadership. (5min)
2. **Write:** Summarize your thoughts about the necessity of this practice for leading a great school. (2min)

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3. **Share:** Share 1-3 phrases that summarize your thoughts on the importance of this practice. (3min)
4. **Agree:** Generate a summary statement that captures the main agreements related to the necessity of this practice. (3min)

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4- The principal consistently manages school operations and resources to promote each student's success. Shared ownership by staff and students leads to a school that runs smoothly and efficiently.	3- The principal manages school operations and resources to promote each student's success resulting in a positive impact on how the school is run.	2- The principal is inconsistent in managing school operations and resources or these actions have limited or no positive impact on how the school is run.	1- The principal's management of school operations and resources negatively impacts how the school is run.
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#### PART TWO:

1. **Review:** Review the observation instrument language above for this Domain. (2min)
2. **Highlight:** Highlight/circle the key phrases that distinguish one performance level from the next. Annotate as needed. (5min)
3. **Agree:** Agree on the key similarities and differences between each level of practice. (3min)

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### PART THREE:

Critical Attributes
<ul style="list-style-type: none"><li>• Institute, manage, and monitor operations and administrative systems that promote the mission and vision of the school.</li><li>• Seek, acquire, and manage fiscal, physical, and other resources to support curriculum, instruction, and assessment; student learning community; professional capacity and community; and family and community engagement.</li><li>• Are responsible, ethical, and accountable stewards of the school's monetary and nonmonetary resources, engaging in effective budgeting and accounting practices.</li><li>• Protect teachers' and other staff members' work and learning from disruption.</li><li>• Employ technology to improve the quality and efficiency of operations and management.</li><li>• Develop and maintain data and communication systems to deliver actionable information for classroom and school improvement.</li><li>• Know, comply with, and help the school community understand local, state, and federal laws, rights, policies, and regulations so as to promote student success.</li><li>• Develop and manage relationships with feeder and connecting schools for enrollment management and curricular and instructional articulation.</li><li>• Develop and manage productive relationships with the central office and school board.</li><li>• Develop and administer systems for fair and equitable management of conflict among students, faculty and staff, leaders, families, and community.</li></ul>

*Guiding Question: For a principal operating at the highest level in this domain, what types and quality of evidence could you use to justify your assessment of this performance?*

1. **Think:** Jot down some ideas and note whether the evidence is indirect or direct. (3min)

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2. **Share:** Share your ideas with the group. (3min)

3. **Identify:** Note areas where the group agrees and where there may be open questions. (5min)

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