

TOPIC: ELEMENTS OF LEADERSHIP

I. Elements of Effective Leadership

Goal	The new director will identify some of the elements of an effective leader.
Measurement	The new director will survey students and staff to evaluate these skills.
Discussion Questions	
Materials to Share	
<i>Impact on:</i>	
Performance-Based Administrator Evaluation	ISLLC Standard # _____
School Improvement Plan – Form B of the PBAE	
Professional Learning Plan – Form C1 of the PBAE	

Discussion Questions:

Daily Organization

- Do you use some kind of organizer to schedule your day?
- How do you prioritize your events for the day?

Visibility with staff

- Are you seen by and interact with staff and students daily?
- How do you organize your visits?
- How do you communicate your “open door” policy?

Lead by Example

- Do you ask others to do something you wouldn’t do yourself?
- How do you act as a role model for your staff and students?

Learn to Listen

- How do you actively listen?
- Can you filter the “What To Listen To”?
- Does listening always mean to give them what they want?

Be Yourself

- Do you have your own style of leadership?
- Do you try to be something that you are not?
- What does integrity mean to you?
- Do you show moral courage?
- Are you a person of your word?

Continued Learning

- What are you doing to professionally develop yourself?
- How do you share your continued learning with others?

Classroom Visibility

- Do you have a schedule to visit classrooms at least once per week?
- How long do you spend in a classroom?
- Do you communicate with the instructor during your visit?
- Do you communicate with the students during your visit?
- Do you use a walk-through form to document happenings?
- Do you relate to what the students are learning and why it is important?

Empower Your Staff

- Do you delegate things to your staff?
- Do you let others make some decisions? What kind?
- Do you use staff focus groups to create professional development opportunities and faculty meetings?
- Do you have a way for staff to make suggestions?

Stress Student Achievement and Learning

- Do you have a strong curriculum to meet the entry-level needs of industry?
- Do you have an assessment in place to verify learning is taking place?
- Are academics being addressed in the curriculum?
- Do you pre- and post-test students? What test do you use?
- Do you work with teaching styles with your teachers?
- Do you work with learning styles with your teachers?

Encourage Professional Development

- Do you budget \$\$\$ for individual professional development?
- Do you budget \$\$\$ for entire faculty professional development?
- Do your teachers give you a report on their professional development activities?
- Is your focus on learning and student achievement for professional development?

Work with School's Vision

- Do you discuss the school's vision on a regular basis?
- Does your staff have input to the school vision?
- Do you share your intentions with the vision?
- Do you keep a focus on effective teaching?

Collaborate and Support Staff

Do you have teams and team meetings?

Do you provide your staff with appropriate resources?

Do you recognize your teachers for their efforts?

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II. Other Topics for Discussion

Goal	
Measurement	
Discussion Questions	
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