

Shadow Assistant Principal #1: August 19, 2008

Time	Activity	Reflections
8:00-8:10	Morning duty	Assistant Principal stands outside and writes down the times each bus arrives. She smiles and jokes with the students urging them to hurry up. The students seem to really like her. Some congratulate her on her recent promotion to administrator.
8:10-9:40	Office	She writes passes for tardy students. The new tardy policy started this week but the kids don't seem to get it. She becomes frustrated and tells the students they are going to be assigned administrative detention if they make tardiness a habit. She speaks with three parents and asks them <i>nicely</i> to make sure that their students get to school on time. She also assigns lockers for students who are just entering school.
9:40-10:30	Monitors Hall Traffic and Checks Lockers	Many lockers are not working, so she walks all around the school checking the combinations of the broken lockers. She makes notes of the ones that are truly broken and the ones that students need to learn how to operate. She laughs and says, I bet you didn't know you would have locker duty.
10:30-11:00	Office	A police officer brings three truant students to school. She contacts their parents and assigns them the appropriate consequence. When she talks to the students, she tries to find out what their goals are and talks to them about making good choices.

Shadow Assistant Principal #1: October 1, 2008

Time	Activity	Reflections
8:00-8:10	Morning duty	Assistant Principal stands outside and writes down the times each bus arrives.
8:10-10:30	Office	She uses today to call students for whom referrals have been made. All of the referrals are from students with excessive tardiness and/or skipping. She complains that she wishes she had student office aids. She complains, sometimes the kids take forever getting here. The computer beeps. She says, see that means there's another e-mail. I bet it's a referral. She checks, hits the desk and laughs, I told you so. Most of the students admit their guilt and accept the consequences. One student is really combative and talks disrespectfully. I can tell that she is really angry, but she tries not to let the student see it. After the student is given the consequence, he leaves the office. She explains, I've only been in this business for a couple weeks, but I've learned that they are just kids. Even though they may try you, you have to keep your cool. You've always got to be thinking. She shakes her head and asks for the next student to come in. Another student shows up, she's been caught skipping class. The Assistant Principal walks the young lady to the library and looks for something inspirational for her to read. She finds a short biography on a famous young woman and instructs the student to write a one page report on the woman. The young lady seems receptive and agrees to write the report.
10:30-11:00	Attends Meeting	She attends a meeting for which I am the manager. She listens to my presentation and asks questions. She makes suggestions as to how she can assist me with this new initiative that the county is undertaking. She talks with me after the meeting and thinks that this new process will make her job easier. Plus, since I agreed to take the responsibility of being the manager, it will lighten her load a little. She then shared all of the different roles that she is responsible for. She states that's why she is normally one of the first and last ones to leave.