

## Shadow Assistant Principal #2: March 9, 2009

Time	Activity	Reflections
9:40-11:00	Office	<p>Next week is GHS GT Academy week. All Juniors will be housed together in an Academy reviewing for the GHS GT. The Assistant Principal is planning and organizing the academy. She's asked that I be there so that I can see how it's done. She wants me to be in charge next week because she will be attending a week-long meeting at the county office during the time of the academy. She uses the master schedule to reschedule the classes. She uses post it notes to organize her charts by departments. She meticulously looks at each teachers schedule and creates a framework for the new schedules. As she performs tasks on the computer, she talks what she's thinking. She says things like, "I'm going to put this sticky; Mr. B is on planning so he can't cover, this modular will go to lunch at this time, etc." She smiles at me and says that it helps her stay focused on her work. As she tries to do this, the phone rings several times. She doesn't seem bothered. She stops what's doing to answer the calls. As she speaks on the phone she continues to create the schedule. She minimizes the schedule to fire off an e-mail in reference to the call. When she is off the phone, she says, "you have so many interruptions that you learn to multitask. Around 10:30, she tires of the phone ringing and forward her calls to voicemail. Then she grabs a stack of colored paper and goes to the copier. She begins to make the copies of the schedule for all of the teachers impacted by the academy. We make several trips back and forth to the office with the copies. She says, "the fun stuff begins when we stuff the notebooks for all 300 plus students. She works making small talk She jumps up when the bell rings at 11:17.</p>
11:00-11:30	Copier	<p>She makes copies for all of the teachers and juniors. The copier jams, she laughs, roll up her sleeves and unjams it. A couple teachers ask can they interrupt her copying to make "quick" copies. She agrees. She is interrupted by three different teachers who all needed class sets of something. She just smiled and obliged. When the bell rang, she hunched her shoulders and said she would have to try to finish later. She was on her way to lunch duty.</p>
11:30-12:15	Lunch Duty	<p>As she performs her duty, she snacks on some fruit. She mumbled, "I hope I get to eat lunch later on, but I have so much to do."</p>
12:15-12:40	Office	<p>She returns to her office and tries to go make copies to find out that it's broken, so she grabs some lunch.</p>

## Shadow Assistant Principal #2: April 17, 2009

Time	Activity	Reflections
9:40-12:00	Office	<p>She is working on an event for the PTSA. They are going to hold an AP Class(Advanced Placement) emphasis night. She looks through her files and hands me information. I will be coordinating with her. She proofreads a letter and makes some additions to it. A teacher comes in during his planning to give her an update on information. She's bothered that he didn't complete what she asked. She fields a call from a parent who is upset that a teacher has not posted new grades. She checks the computer, unbeknownst to the parent, and agrees to speak with the teacher. When the call ends, she remarks that teachers must post at least two grades per week. Parents do not like surprises. She calls the teacher and asks the teacher to see her on her planning period. A student comes in angry. The student wants her schedule changed. The assistant principal explains that it's too late in the semester to change class. Upon questioning the student, she determines the student must apply herself more. She contacted the parent. She talked politely to the mother and told the mother that the student would have to remain in the class. The student was still angry and said that she still wanted out. The assistant principal spoke firmly to the student and said, "you still have time to pass. You must apply yourself." When the student left, she said at least once a week, someone wants to change their schedule, but you can't.</p>
12:00-12:40	Lunch Duty	<p>She had to perform lunch duty. She deals with kids who jump the lunch line. They go to the end of the line without incident. Security brings two students who are threatening to fight. She radios to see if the intervention counselor is in his office, he is, so she instructs security to take them to him. She admonishes a group of students to sit down.</p>