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| **Standard 1: A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.** |

**Examples of Evidence / Artifacts:*** Building goals
* School Improvement Plan
* Grade level goals
* Conference day programs
* Staff development plan
* Staff development calendar
* Staff development agendas and products
* Faculty meeting agendas
* Staff memos
* Parent letters
* Administrative council meeting agendas
* Department, grade level and/or team meeting agendas
* Scheduled collaboration and common planning time
* Mission/vision statement posters
* Instructional data compiled for staff
* Board presentations
* Advisory committee meeting agendas
* End-of-year report
* School newsletter
* Parent and student communication
* School website
* Strategic plan
* Monthly reports
* School report card
* Parent meeting agendas
* Building wide discipline plan
* Interscholastic academic eligibility policy
* Character education programs
* Guidance plan
* Student recognition programs
* Building tours
* Student orientation assemblies and lessons
* New entrant orientation program
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| **Standard 2: A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.** |

**Examples of Evidence / Artifacts:*** Recruiting, hiring and retaining quality staff
* New teacher orientation and induction programs
* Staff development plan
* Staff development calendar
* Staff development agendas and products
* Teacher mentor programs
* Administrative orientation and induction programs
* New administrator mentor programs
* Staff recognition programs
* Teacher and administrator observations and evaluations
* Teacher observation schedule
* Tenure recommendations
* Recommendations for continued employment
* Supervision of teacher APPR plans
* Observations and evaluations of non-certified staff (clerical, security, food service, teaching assistants, cafeteria aides, hall monitors, individual aides, etc.)
* Child study team meetings
* Motivational assemblies, speakers and programs
* Planning and development of teacher in-service programs
* Staff development plan and calendar
* Professional development program agendas and products
* Demonstration plans and lessons
* Provide teachers with opportunities to observe best practices
* Walk-through observation schedules
* Administrative council meeting agendas
* Faculty meeting agendas
* School climate surveys
* Administrative journal
* Administrative calendar
* Attend local, state and/or national professional conferences
* Professional reading library for staff
* Supportive notes from staff or community
* Student recognition for academics and athletics
* Art & music awards programs and competitions
* Examples of Evidence / Artifacts: (continued)
* Honor societies
* Student faculty communication committee
* Guidance plan and program
* Identification and placement of ELL and Students with Disabilities
* Annual review of Students with Disabilities
* Child Study Teams,
* Student agenda book
* Registration procedures
* Character education programs
* Records management procedures
* College application process
* Class ranking
* Honor roll
* Commencement exercise
* Student activities (homecoming, prom, dinners, dances, field trips, etc.)
* Interscholastic athletic programs
* Intramural athletic programs
* Extended day programs
* GED programs
* School newspaper
* Yearbooks
* Literary magazine
* Student media center
* School television and radio
* Student mentor program
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| **Standard 3: A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.** |

**Examples of Evidence / Artifacts:*** Master schedule
* Duty rosters
* Class rosters
* Staff Memos
* Assessment preparation and planning
* Proctor schedules
* Administration, scoring and reporting of state assessments: Regents examinations, mid-term examinations, ACT, SAT, IB, AP and NYSESLAT
* Analyses of data and application to instruction
* Transportation schedule and rosters
* Class size report
* Staffing projections
* Calendar planning
* Budget development (equipment, supplies, technology, textbooks, shared services, etc.)
* BEDS Report
* VADIR Report
* AIS programs
* Substitute coverage
* Cabinet meetings
* Administrative council meeting agendas
* General faculty and staff meeting agendas
* Department meeting agendas
* Grade Level meeting agendas
* Team meeting agendas
* Faculty meeting agendas
* Monthly reports
* End-of-year report
* Building expectations / rules communicated and posted
* School safety and emergency plan
* Crisis management team meetings
* Phone log and email
* Fire Inspection report & insurance audit
* Ad hoc meetings and agendas
* School security plan
* School safety committee
* School attendance policy
* Staff memos
* Plant management walk through
* Student orientation documents
* Regular meetings with maintenance staff
* Safety survey data
* Teacher handbook
* Substitute handbook
* Student agenda book
* New teacher orientation and induction program
* Teacher/administrator mentor program
* District Code of Conduct
* 3214 Due Process procedures
* Student disciplinary hearings
* Suspension reports
* Immunization report
* School health report
* Infection prevention policy, MRSR, etc.
* Parent communication, letters, email, telephone
* Parent portal communication
* School report card
* Open school nights
* Meet the teacher nights
* Parent teacher conference days
* Progress reports
* Report cards
* Bi-lingual communication
* Emergency telephone system
* Emergency website information
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| **Standard 4: A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.** |

**Examples of Evidence / Artifacts:*** Parent advisory committee agendas
* PTSA and/or PTA meeting agendas and programs
* Sports booster club meeting agendas and programs
* Band parent organization meeting agendas and programs
* Shared decision making team meetings and products
* Collaboration with higher education
* Career day programs
* Parent volunteer recognition program
* Teaming with the Cooperative Extension, YMCA, Key Club, Kiwanis, Rotary, Lions, etc.
* Boy Scout and Girl Scout programs and recognition
* Fire department
* Family night programs
* Class parent and support programs
* Social worker outreach programs
* School health services
* Mental health resource connections
* Drug abuse prevention programs
* School health fairs
* School newsletter articles
* School website information
* Hispanic History Month
* Black History Month
* Women’s History Month
* Veterans Month
* September 11 Heroes Day
* Presidents Day
* Thanksgiving and other culturally relevant civic celebrations
* Recognition and celebration of important cultural events of all stakeholders
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| **Standard 5: A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.** |

**Examples of Evidence / Artifacts:*** Adherence to school conduct and discipline policy
* Attendance policy
* Student handbook policy and procedures
* Teacher handbook policy and procedures
* Interscholastic academic eligibility policy
* Child abuse and maltreatment prevention
* Bullying prevention programs
* Suicide prevention programs
* Sexual harassment prevention and reporting programs
* Timely notification of sex offenders
* Student recognition programs
* Character education recognition
* Academic awards
* Athletic awards
* Programs promoting tolerance and acceptance of all
* Character education assemblies and ongoing motivational programs
* Recognition and celebration of diversity
* Balanced team and/or class construction
* Multi-lingual school to parent communication
* Recognition and celebration of important cultural events of all stakeholders
* Public recognition of diversity in newsletters and websites
* Adherence to board of education policies
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| **Standard 6: A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.** |

**Examples of Evidence / Artifacts:*** Guide staff disaggregating data
* Log community resources
* Work with local civic organizations
* District curriculum committee
* Staff development surveys
* Community and student surveys
* Demographic and academic data collection and review
* Superintendent’s administrative council
* Ad hoc committee participation
* Implement new Commissioner’s regulations and guidelines
* Attend district budget planning sessions
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