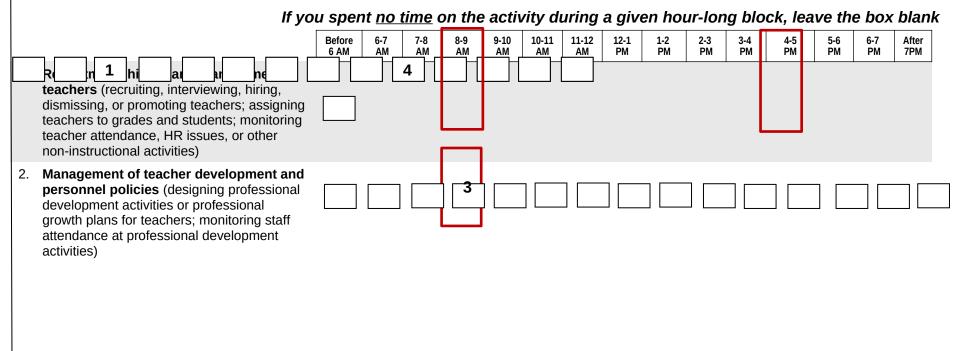# INSTRUCTIONS FOR COMPLETING THE PRINCIPAL DAILY LOG

This log is designed to record information on the amount of time that you spend today on various leadership activities. The form is divided into two parts:

Part A: For each hour-long increment of the day, beginning at 6AM, please record the amount of time you spend on each activity listed. For each increment, indicate the number of minutes you engage in each activity by entering the corresponding number using the key below, where "1" represents 1 to 14 minutes, "2" represents 15 to 29 minutes, and so forth. If you did not work on the activity during that hourly period, please leave the box blank. In the example below, if you spend 10 minutes on a "Recruitment, hiring, and management of teachers" activity during the hour of 8-9AM, you would chose "1" from the drop-down menu below "8-9AM".

 If you performed the same activity for 45 minutes later in the day (3-4PM), you would choose "4" from the drop-down menu below "3-4PM".

If you conduct two or more activities within the same hour, chose the corresponding number associated for each activity. The total sum of time must be less than or equal to 60 minutes. For an example, see the 8-9AM time slot below.

 1 = 1-14 minutes; 2 = 15-29 minutes; 3 = 30-44 minutes; 4 = 45 minutes to 1 hour; 5 = More than 1 hour (only applies to "After 7PM" option)

If you spent no time on the activity during a given hour-long block, leave the box blank

	Before 6 AM	6-7 AM	7-8 AM	8-9 AM	9-10 AM	10-11 AM	11-12 AM	12-1 PM	1-2 PM	2-3 PM	3-4 PM	4-5 PM	5-6 PM	6-7 PM	After 7PM
Recruitment, hiring, and management of **teachers** (recruiting, interviewing, hiring, dismissing, or promoting teachers; assigning teachers to grades and students; monitoring teacher attendance, HR issues, or other non-instructional activities)				4											
2. **Management of teacher development and personnel policies** (designing professional development activities or professional growth plans for teachers; monitoring staff attendance at professional development activities)				3											

Part B: For some activities you reported in Part A, you will be asked to indicate whether you engaged in a more specific set of activities in that area. For example, if you indicated that you engaged in "Recruitment, hiring, and management of teachers" activities in Part A at any point that day, you will report whether you engaged in any of the specific activities listed below. In the example below, if you engaged in the first activity, but you did *not* engage in the second activity as part of your time on "Recruitment, hiring and management of teachers," you would check "Yes" for activity 1 (row a) and "No" for activity 2 (row b).

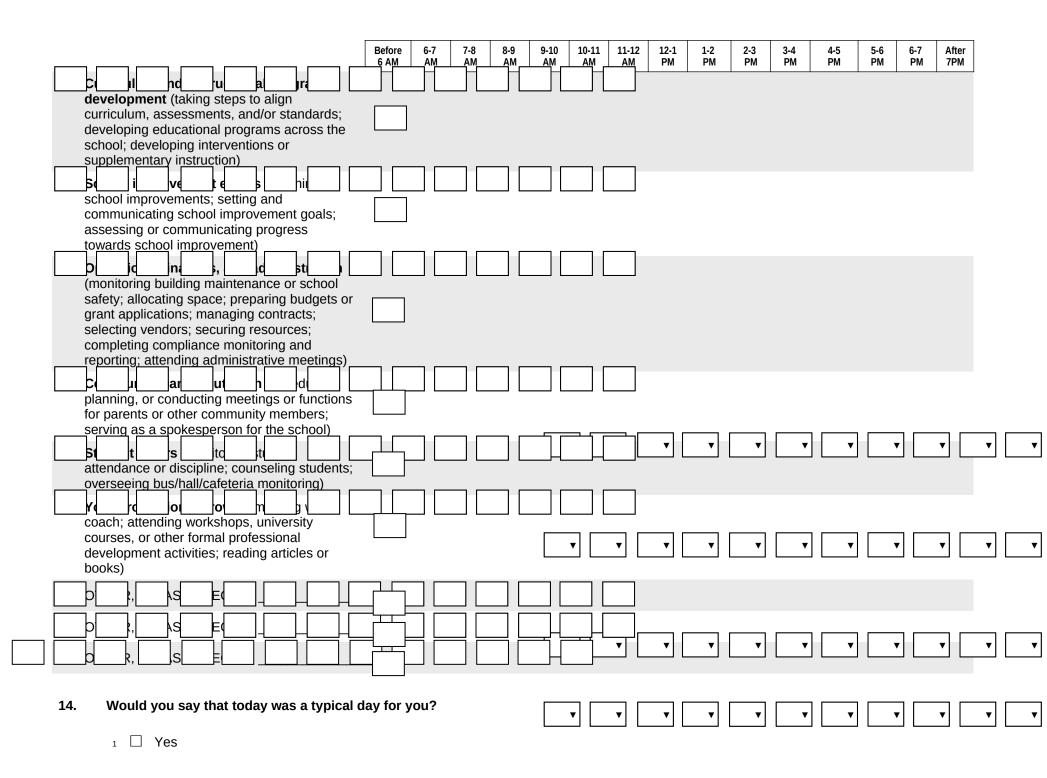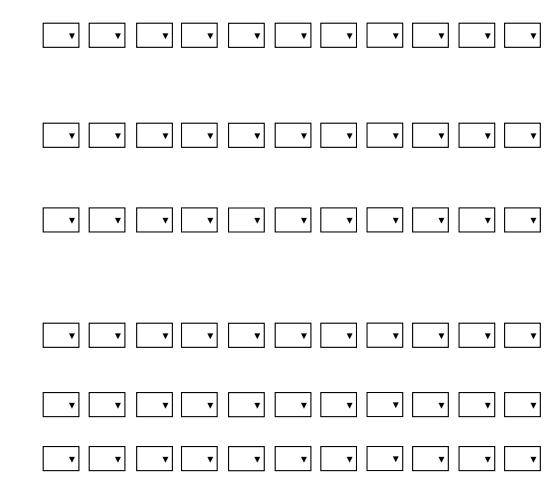|		Yes	No
1.	**You indicated that you spent time on "Recruitment, hiring, and management of teachers" today. Which (if any) of the following activities did that include?**		
a.	Designing strategies for recruiting, hiring, and retaining effective teachers..	1 ☐	0 ☒
b.	Reviewing student or teacher data for personnel management purposes, such as making teacher hiring, retention, or promotion decisions.......................	1 ☒	0 ☐
2.	You indicated that you spent time on "Management of teacher development and personnel policies" today. Which (if any) of the following activities did that include?		
a.	Designing staff professional development support strategies..	1 ☒	0 ☐
b.	Reviewing student or teacher data to determine the content of professional development for school staff..	1 ☐	0 ☒

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PRINCIPAL DAILY LOG

PART A:

Please indicate when and how much time you worked on each of the following activities today. For each activity, choose the category that best fits.

Within each of the hour blocks in which you worked on these activities, please indicate whether you worked on it for:

1 = 1-14 minutes; 2 = 15-29 minutes; 3 = 30-44 minutes; 4 = 45 minutes to 1 hour

If you spent <u>no time</u> on the activity during a given hour-long block, leave the box blank

	Before 6 AM	6-7 AM	7-8 AM	8-9 AM	9-10 AM	10-11 AM	11-12 AM	12-1 PM	1-2 PM	2-3 PM	3-4 PM	4-5 PM	5-6 PM	6-7 PM	After 7PM
Recruiting, hiring, and managing teachers (recruiting, interviewing, hiring, dismissing, or promoting teachers; assigning teachers to grades and students; monitoring teacher attendance, HR issues, or other non-instructional activities)															
Managing other HR-related personnel policies (designing professional development activities or professional growth plans for teachers; monitoring staff attendance at professional development activities)															
Monitoring/evaluation of instruction (observing classroom instruction; monitoring teacher performance in relation to standards or goals; evaluating teacher performance)															
Teacher development/feedback to teachers (coaching teachers; providing feedback to teachers on their instructional practice; facilitating teacher growth through activities such as conferences, meetings with mentors, teacher collaboration, or professional learning communities)															

	Before 6 AM	6-7 AM	7-8 AM	8-9 AM	9-10 AM	10-11 AM	11-12 AM	12-1 PM	1-2 PM	2-3 PM	3-4 PM	4-5 PM	5-6 PM	6-7 PM	After 7PM

Curriculum and instructional program development (taking steps to align curriculum, assessments, and/or standards; developing educational programs across the school; developing interventions or supplementary instruction)

School improvement (...within school improvements; setting and communicating school improvement goals; assessing or communicating progress towards school improvement)

Organizational management, ... and ... (monitoring building maintenance or school safety; allocating space; preparing budgets or grant applications; managing contracts; selecting vendors; securing resources; completing compliance monitoring and reporting; attending administrative meetings)

Community and outreach (...planning, or conducting meetings or functions for parents or other community members; serving as a spokesperson for the school)

Student affairs (...attendance or discipline; counseling students; overseeing bus/hall/cafeteria monitoring)

Your own professional growth (...coach; attending workshops, university courses, or other formal professional development activities; reading articles or books)

OTHER, AS SPECIFY _____

OTHER, AS SPECIFY _____

OTHER, AS SPECIFY _____

14. Would you say that today was a typical day for you?

₁ ☐ Yes

PART B:

Please indicate whether you worked on any of the following activities today.

	SELECT ONE RESPONSE PER ROW	
	YES	NO
1. **You indicated that you spent time on "Recruitment, hiring, and management of teachers" today. Which (if any) of the following activities did that include?**		
a. Designing strategies for recruiting, hiring, and retaining effective teachers..	1 ☐	0 ☐
b. Reviewing student or teacher data for personnel management purposes, such as making teacher hiring, retention, or promotion decisions......................	1 ☐	0 ☐
2. **You indicated that you spent time on "Management of teacher development and personnel policies" today. Which (if any) of the following activities did that include?**		
a. Designing staff professional development support strategies...	1 ☐	0 ☐
b. Reviewing student or teacher data to determine the content of professional development for school staff..	1 ☐	0 ☐
3. **You indicated that you spent time on "Monitoring/evaluation of instruction" today. Which (if any) of the following activities did that include?**		
a. Observing classroom instruction...	1 ☐	0 ☐
b. Evaluating teacher performance..	1 ☐	0 ☐
4. **You indicated that you spent time on "Teacher development and provision of feedback to teachers" today. Which (if any) of the following activities did that include?**		
a. Coaching or mentoring teachers on their instructional practice..	1 ☐	0 ☐
b. Providing feedback to teachers..	1 ☐	0 ☐
c. Reviewing student or teacher data to identify areas of need for *individual* teachers...	1 ☐	0 ☐
d. Reviewing student or teacher data to identify trends in instructional practice, such as changes over time or patterns across grade levels, disciplines, or different populations of students..	1 ☐	0 ☐
5. **You indicated that you spent time on "Curriculum and instructional program development" today. Which (if any) of the following activities did that include?**		
a. Reviewing student or teacher data to identify gaps in the curriculum or tailor instruction to individual students' needs..	1 ☐	0 ☐
6. **You indicated that you spent time on "School improvement efforts" today. Which (if any) of the following activities did that include?**		
a. Planning school improvements or setting goals...	1 ☐	0 ☐
b. Communicating goals for improving instructional quality in our school to teachers or other school staff..	1 ☐	0 ☐
c. Reviewing student or teacher data to assess progress toward school improvement goals..	1 ☐	0 ☐
d. Communicating progress towards goals for school improvement to staff..	1 ☐	0 ☐