

EDUCATION WEEK WEBINAR

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MAKING TIME **for Learning**

**How School Administration
Managers Enable Principals
to Focus on Instruction**

**FREE WEBINAR:
Tuesday, Feb. 21, 2012
2 to 3 p.m. ET**





Christina Samuels

Staff writer, *Education Week*

Making Time for Learning: How School Administration Managers Enable Principals to Focus on Instruction

Expert Presenters:



Sally Reynolds, assistant principal, Roosevelt High School and Wellstone International High School, Minneapolis



Hashim Yonis, school administration manager, Roosevelt High School and Wellstone International High School, Minneapolis

**An on-demand archive of this
webinar will be available at
www.edweek.org/go/webinar
in less than 24 hrs.**

Who We Are

At Roosevelt High School,

we engage, motivate
and challenge our
students to achieve
their greatest potential,
graduating “college-ready”
and prepared for a successful future.

- 2011-12 – 950 students



Wellstone International High School

- Wellstone International High School provides innovative English and content instruction for students ages 14 to 21. A Wellstone education empowers students to fully participate in society and prepares them for post-secondary education.
- 2011-12 – 180 students

What is SAM?

- School Administration Manager
- Professional Development process for principals
- Relies on reflective practice and data collection
- Adds an average of **27 days** of instructional leadership time in the first year

National SAM Innovation Project

- 500+ schools, 71 districts
- 15 states and DC:
California, **Delaware**, District of Columbia, **Georgia**, **Illinois**,
Indiana, **Iowa**, Kansas,
Kentucky, Florida, Louisiana, Massachusetts, Minnesota,
Missouri, New York, North Carolina
- Iowa Blueprint
- [Two Independent evaluation proves it works](#)
- National Program Board
- Fee for Service Structure

SAM is a Process

- Readiness
- Baseline Data Collection
- Daily TimeTrack meeting
- Monthly Time Change Coaching
- Yearly Data Collection



Principal Job Duties

- **Modeling/teaching**
- **Professional development**
- **Classroom Observation**
- **Feedback**
- **Walkthrough**
- **Work with student(s)**

SAM/Principal daily meeting

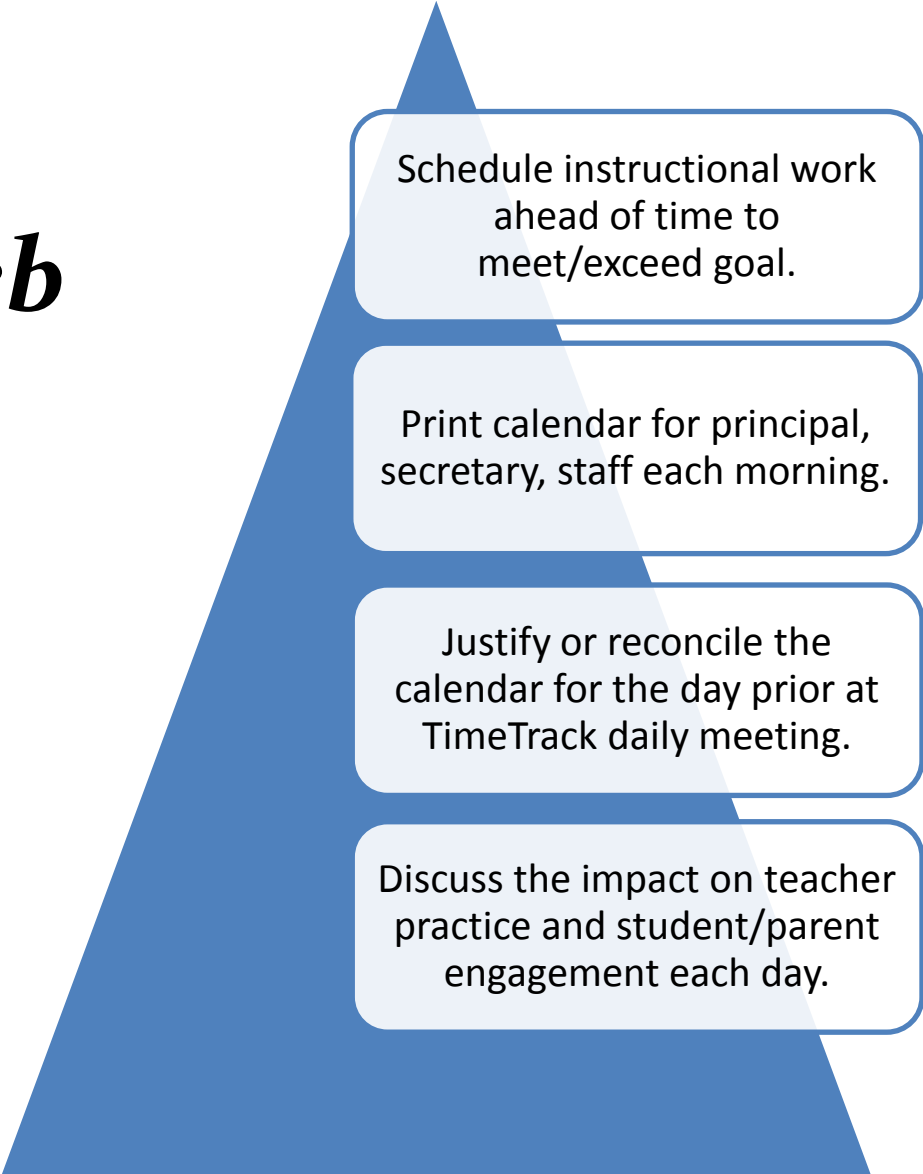
- Meet approximately 20-25 minutes.
- Review daily and weekly Goals
- Review time on instruction from the Previous day
- Calculate percent of time on instruction
- Discuss time spent on non-instruction
- Review scheduled items for next day
- Add new instructional items to calendar (schedule)
- Calculate percent of instruction based on scheduled items on calendar for next day.
- Discuss idea list of time to schedule

Average Day for Principal

- 7:45 - 8:00 Meet with SAM. Review Calendar discuss days activities
- 8:00 - 8:30 Open office hours
- 8:30-9:00 Hallway/Building duties with Admin team
- 9:00-11:00 Classroom Observations
- 11:00-12:00 Work with students/Resolve student issues
- 12:00-12:30 Lunch
- 1:00-2:00 Walkthroughs (Check on students, Stop in rooms, District issues, Office work)
- 2:00 - 2:30 Review mail, Phone calls, Office work
- 2:30-3:00 Walkthroughs
- 4:00 - 4:15 Review next day's activities.

TimeTrack Web

The Principal's Lesson Plan



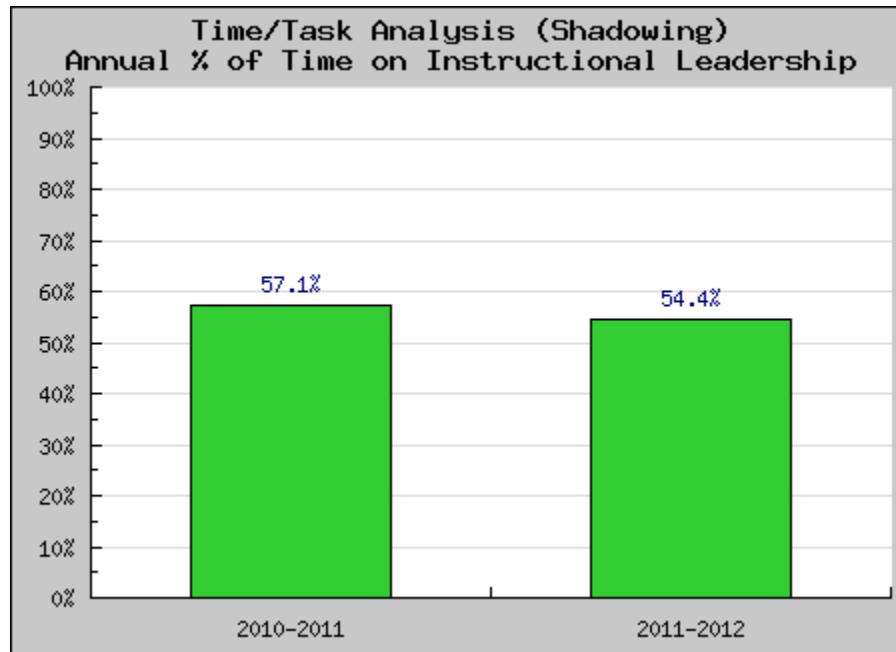
Schedule instructional work ahead of time to meet/exceed goal.

Print calendar for principal, secretary, staff each morning.

Justify or reconcile the calendar for the day prior at TimeTrack daily meeting.

Discuss the impact on teacher practice and student/parent engagement each day.

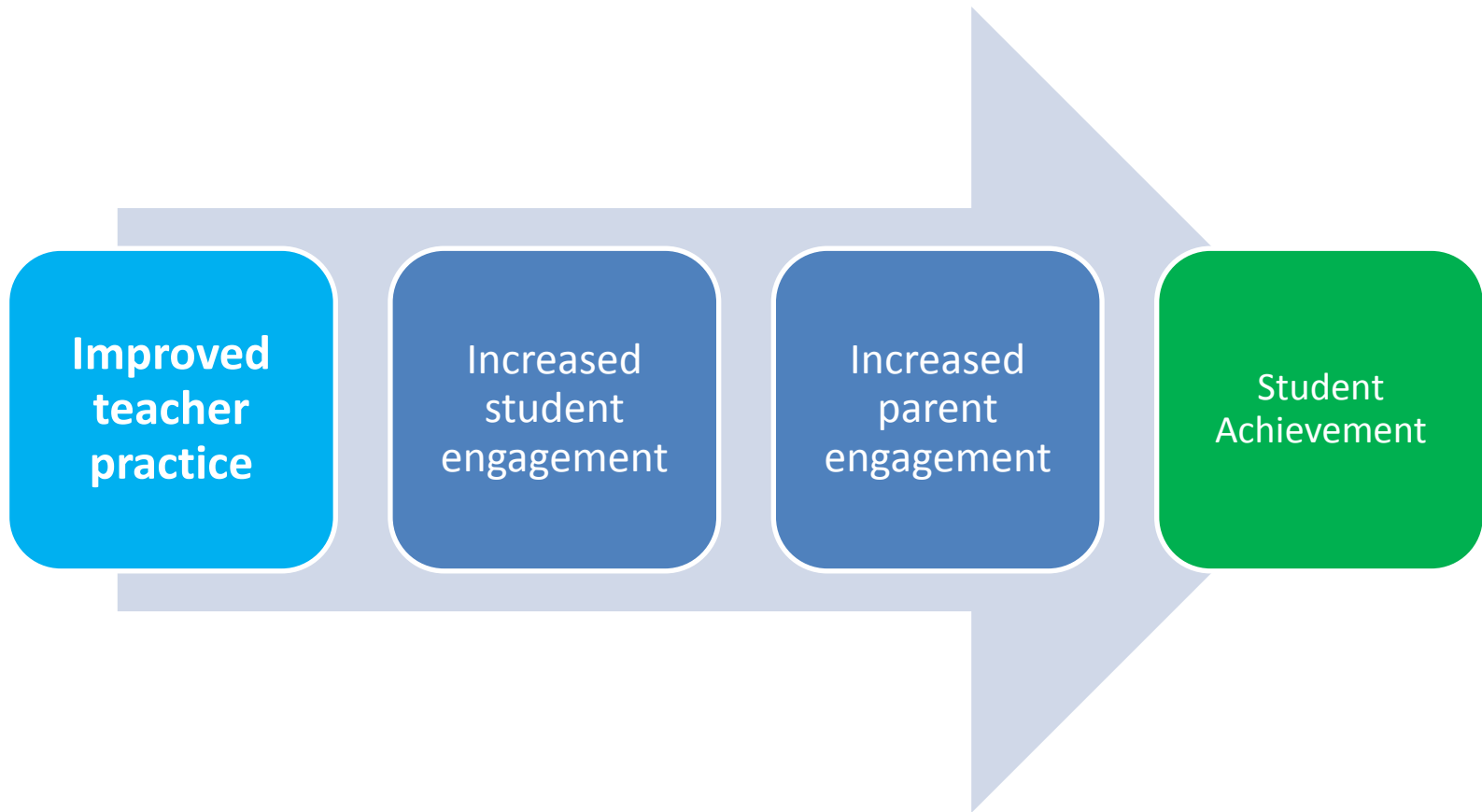
Time Analysis



2012 monthly goal Instruction

- January 52%
- February 54 %
- March 56 %
- April 58 %
- May 60 %
- June 62 %
- July 64 %
- September 66 %
- October 68 %
- November 70 %
- December 72 %

Change of principal time leads to:



SAM Job Duties

- **Student supervision**
- **Employee supervision**
- **Building management**
- **Parents/guardians**

SAM Tools

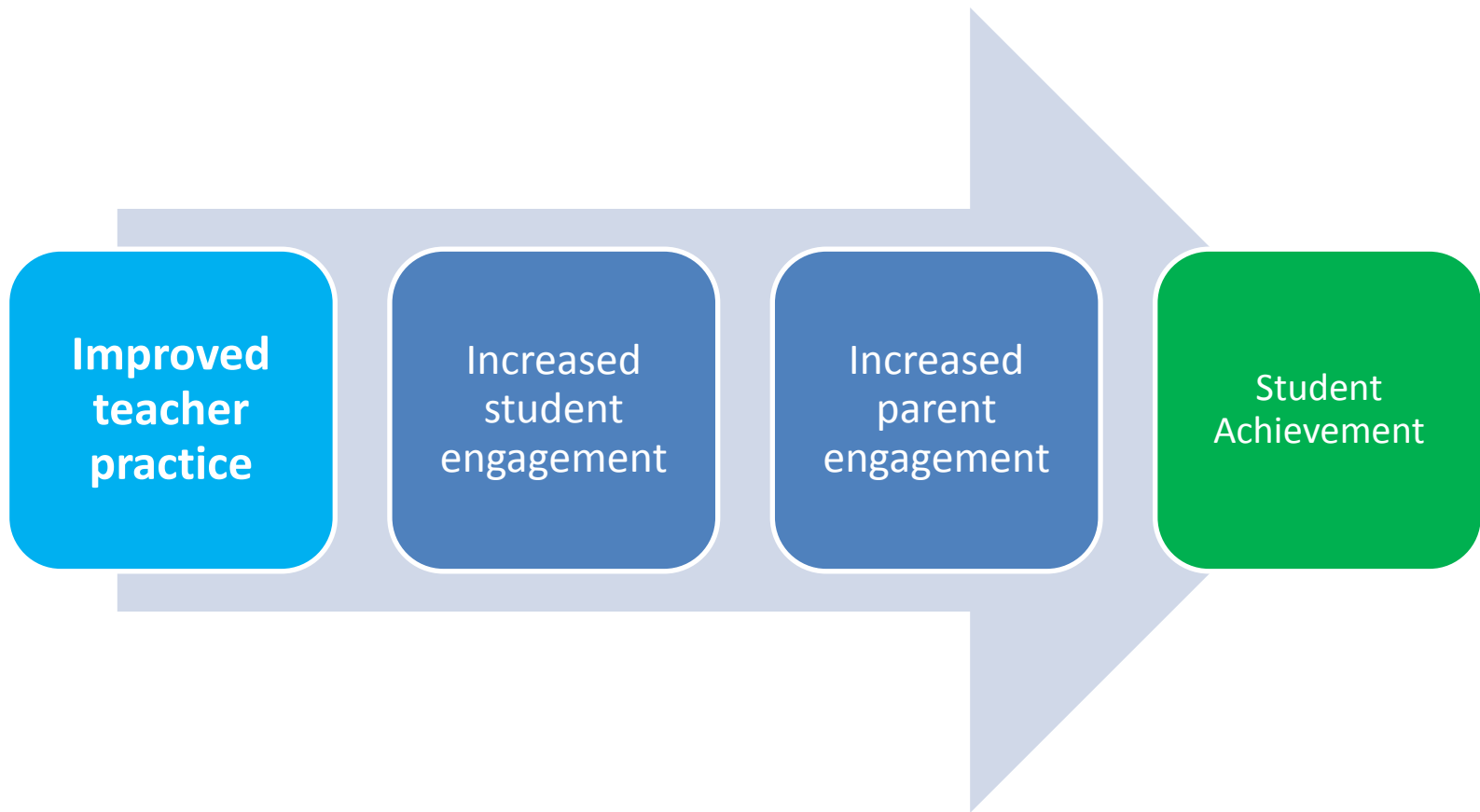


- Time/Task Analysis™
- TimeTrack™
- First Responders™

Average day for SAM

- 7:45 - 8:00 Meet with Principal. Review calendar, discuss days activities
- 8:00 - 8:30 Hallway/Building duties
- 9:10-11:30 Handle phone calls both for RHS/WIHS (Resolve school issues, referrals, check on students and classrooms, resolve district issues, office work)
- 11:30 - 12:00 Walkthroughs
- 12:00 - 1:00 Lunch duty (Stop in cafeteria meet with students/staff)
- 1:00 - 3:00 Afternoon walk through school. Resolve student issues, Review mail, Phone calls, Office work
- 3:00-4:00 Office Time
- 4:00 - 4:15 Review next day's activities with principal.

Change of principal time leads to:



Findings

- SAM Works. There is a change in principal practice.
- All models of SAM work.
- The change is significant.
- The change *increases* each year the team is active.
- *The SAM Project is the first time we can demonstrate a change of principal practice, increasing time spent on instructional leadership, in the history of educational leader preparation and development.”*

-Dr. Joe Murphy, Vanderbilt

SAM Team *average* instructional leadership time gain

- **First** SAM Year: five hours and fifty-seven more minutes every week
twenty-seven extra days each year
- **Second** SAM Year: eight hours and thirty more minutes every week
thirty-eight extra days each year
- **Third** SAM Year: twelve hours and twenty more minutes every week
fifty-five extra days each year

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Q & A

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Making Time for Learning: How School Administration Managers Enable Principals to Focus on Instruction

Required Reading from *Education Week*:

[Study: Principals Need More Time to Be Leaders](#)

Principals who learn how to better manage their time and delegate management duties can gain the equivalent of an extra day each week.

[Managers Help Principals Balance Time](#)

A national project aimed at improving school leaders' effectiveness is seeking to change that situation by supporting the hiring of "school administration managers" in schools.