

Principal Competency Log (October 2008)

Date	Hours	Task/Activity: Elementary Hours: Pg. 1	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
9/10/09	1.25	TEAM UP (ESL) team meeting to discuss the ESL service model: collaboration and pull out 3a, 3e, & 12g			x								x								
9/11/09	2	Nonpublic/Public school administration consultation meeting 1c & 7e	x						x												
9/14/09	.5	Special education collaboration meeting 8a & 8f							x												
9/15/09	2.25	Adequately Yearly Progress (AYP) district meeting with state consultant to develop an action plan to write an AYP plan 1a, 1d, & 12a	x										x								
9/16/09	.75	Special education IEP Staffing 6d & 9c						x				x									
9/17/09	1	Special education IEP Staffing with administrative role 2a, 4c, 6a, & 6b		x		x		x													
9/10/09	1	Title I Technology 6i & 8e						x	x												

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Date	Hours	Task/Activity: Elementary Hours: Pg. 2	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
9/14/09	2	Title I Technology 6i & 8e						x		x											
9/16/09	2	Administrative Meeting (Student system discussed, AYP, Pres. Speech, & Curriculum) 1e, 8c, & 11a	x							x		x									
9/17/09	1	TEAM UP follow up Collaboration Meeting 3a, 3e, & 12g			x								x								
9/17/09	4	Assessment Data Entry, Reports, & Review 9c, 9d, & 9f									x										
9/18/09	.5	Facilitate Title I Data Review Meeting 8b & 9c							x	x											
9/18/09	1	Prep for & meet with Auditor 2e, 4a, & 4c		x		x															
9/21/09	.5	AYP Meeting with Administrators 1e & 12a	x										x								
9/22/09	1	Special education IEP Staffing (Collaborating with Nonpublic & Public School Services) 2a, 4c, 6a, & 7e		x		x		x	x												

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Date	Hours	Task/Activity: Elementary Hours: Pg. 4	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
10/5/09	1	Facilitate Nonpublic Schools’ Curriculum Meeting: Curriculum Diary Mapping 1i, 8c, & 9b	x							x	x										
10/13/09	1	Facilitate Team Time Meeting 1i, 3e, 6b & 9c	x		x			x			x										
10/15/09	1	Parent Contacts 6a, g, & h and 16d						x										x			
10/20/09	.75	Special Education Staffing: Administrator Representative 6 b & d and 9c						x			x										
10/20/09	6	Facilitate the Construction of the Elementary AYP Plan Collaboratively 1 e, i, & j, 3e, 8a, and 9b, c, & e	x		x					x	x										
10/20/09	1.25	Facilitate Team Time Meeting 1i, 6 b & d, and 9 b & c	x					x		x	x										
10/21/09	.75	Special Education Team Meeting Conference Call: Administrative Representation 6 b & d and 9c						x			x										
10/23	2.5	Facilitate E2T2 Technology Grant Writing: Elem. Rep 1i, 8e, & 9f	x							x	x										

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Date	Hours	Task/Activity: Elementary Hours: Pg. 6	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
11/3/09	3	Facilitate the Reviewing of the Elementary AYP Plan 1e & i, 3e, 6 b & d, 9 a-f, & 16b	x		x			x			x							x			
11/2/09	1	Facilitate Curriculum Mapping Meeting with Nonpublic Schools 1i, 6c, 8c, & 9b	x					x		x	x										
11/5/09	2	Plan Staff Development with AIMSweb Consultant (Reviewed agenda items electronically collaboratively) 1e, 9c, & 10b	x								x	x									
11/6/09	1.5	Set Assessment Targets: AIMSweb 9d									x										
11/9/09	1.5	Staff Development Prep for Elementary Teachers 10b										x									
11/10/09	2	AIMSweb Training as Principal Role 8f, 9c, d, & e, and 10b								x	x	x									
11/10/09	2	AIMSweb Training as Manager Role 8 e & f, 9c, d, & e, and 10b								x	x	x									

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Date	Hours	Task/Activity Elementary Hours: Pg. 7	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
11/10/09	1	SERVS Financial Webinar Training 2e		x																	
11/11/09	1	AYP Implementation Meeting 1j, 2 b, 3e, 9a & e, & 16b	x	x	x						x						x				
11/12/09	1	Elementary Reading Committee Meeting 8 a-c and 9a & b							x	x											
11/13/09	1	Facilitate E2T2 Grant Writing 1i, 8e, & 9f	x						x	x											
11/5/09	1	Facilitate Gr. 1 Reading Meeting (Admin. Rep.)	x				x		x	x											
11/11/09	1	Collaboration Meeting: St. Mary’s School: AIMSweb Targets 9d								x											
11/12/09	1.5	IEP Staffing: Admin. Rep. 6b & d and 9c					x			x											

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Date	Hours	Task/Activity: Elementary Hours- Pg. 9	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
11/25/09	1	Led Department Meeting 1 i & j & 6b	x					x													
12/1/09	1	Prep for Staff Meeting 2 b & g, 6f, & 9c & d		x				x			x										
12/2/09	.75	Present/Staff Development @ Staff Meeting: RTI & Progress Monitoring 2 b & g, 6 f & h, & 9c & d		x				x			x										
12/7/09	8	Special Education Training: MN New Law (RTI & SE) 4 a & c				x															
12/11/09	7	Plan & Facilitate RTI Meeting 1 i & j, 6b, 8a, & 14a	x					x	x							x					
12/14/09	4	Title I Networking Meeting 9 a & b									x										
12/14/09	2	Title I Department Meeting 1 a, i, & j, & 6b & d	x					x													
12/15	6	MAPS/ NWEA Training 2g, 9c & d, & 16f		x							x							x			

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Date	Hours	Task/Activity: Elementary Hours: Page 12	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
1/18/10	1	Attend AYP Reading & Math Training including State Standards 9b & 10b									x	x									
1/19/10	3	Lead Grant Writing Meeting: 1i, 6b & d, 8e, & 9f	x					x		x	x										
1/19/10	2.5	RTI Roundtable Session @ Resource Training & Solutions 12a											x								
1/20/10	7	Attend AYP Leadership Training 1c & d & 12a	x										x								
1/21/10	1	Plan AIMSweb Training with Consultant 10b & 15c										x					x				
1/21/10	1.25	Administrative Meeting regarding Data Warehouse/District Assessments 9f, 12a & 15c									x		x				x				
1/22/10	3	Facilitate Tech Grant Writing Meeting 1i, 6b & d, 8e, & 9f	x					x		x	x										
1/22/10	2	Lead DIBELS Training 6b,f & h & 10b						x				x									
1/26/10	1	Lead Team Time Intervention Planning Meeting with Gr. 1 Teachers 6b & d, 8c & f, & 9d, & 15a,						x		x	x						x				
1/27/10	3	AYP Implementation Meeting 12a, 15a, & 16a											x				x	x			

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Date	Hours	Task/Activity: Elementary Hours: Pg. 14	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
2/5/10	2.5	Lead E2T2 Technology Grant Writing Meeting 1i, 6 b & d, 8e, & 9f	x					x		x	x										
2/5/10	1	Plan & Facilitate Staff Development: MCA Vocabulary Strategies 9a & 10b									x										
2/1/10	4	Data Analysis including Trend Data 8b, 9c & 12d								x	x		x								
2/1/10	4	AIMSweb Data Preparation 9f									x										
2/2/10	2	Data Analysis 2b & 9c,d, f, & 12d		x							x		x								
2/2/10	7	DIBELS & AIMSweb Data Analysis & Comparisons 2b & 8b		x						x											
2/4/10	7	AIMSweb Data Preparation including reports 9f & 15e									x					x					
2/6/10	4	MCA & AIMSweb Comparison Prep for Staff Development 2b & 8b		x						x											
2/16/10	7	Facilitate & Attend AIMSweb Data Training 9c, 10b, & 12 d									x	x	x								
2/10/10	1.5	District Curriculum Meeting 8c & 16a								x							x				

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Date	Hours	Task/Activity: Elementary Hours: Pg. 15	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
2/12/10	7	Plan & Facilitate RTI Meeting 6g & 9a-e						x			x										
1/29/10	1	Review Progress Monitoring Graphs of At-risk students & provide feedback to teachers 8b & f & 9c, d & f, & 15c								x	x						x				
2/4/10	1	Phone Conference with Potential Trainer & Staff Development Discussion 6a & d, 8a, 9a & b, 10b						x		x	x	x									
2/16/10	1	Plan Staff Development regarding RTI 6h & 8a						x		x											
2/16/10	1	Develop Intervention Parent Notification Letter 6f						x													
2/17/10	6	Attend AYP Leadership Training 1c & d, 9a & 12a	x								x			x							
2/17/10	1	Facilitate & Lead RTI Data Retreat/Staff Development Session 6b & d, 8a, b, d & e, & 10b						x			x		x								
2/18/10	1	Collaborate with MAARS Coordinator regarding Data Storage 6d, 9f, & 12a & d						x			x			x							
2/19/10	2	AYP Implementation Meeting 6b & 12a, b, c, & e						x						x							

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Date	Hours	Task/Activity: Elementary Hours: Pg. 17	P1 Leadership	P2 Organizational Management	P3 Diversity Leadership	P4 Policy and Law	P5 Political Influence	P6 Communication	P7 Community Relations	P8 Curriculum Planning and Dev	P9 Instructional Management	P10 Human Resource Management	P11 Values & Ethics in Leading	P12 Judgment & Problem Analysis	P13 Safety & Security	P14 Instructional Leadership	P15 Monitoring Student Learning	P16 EC – Grade 12 Leadership	High School Placement	Middle Level Placement	Elementary Placement
2/24/10	1.5	Formal Title I Observation & Follow-up Conference & Performance Review: 6h, 9a, & 10 a & c						x			x	x									
2/24/10	1.5	Administrative Meeting 1c, 12d, & 13c,	x											x							
4/15/10	1.5	Reading Meeting with Curriculum Director, Principal, & Superintendent 8 b & c, 9 a & b, & 12a, c, & d								x	x			x							
4/19 & 23/10	7	Plan & Facilitate Response to Instruction Team Meeting 1d, 6b, 9a & b, & 12c	x					x			x			x							
4/12/10	1	SERVS Financial Webex Training with MN Department of Education 2e		x																	