

SAM Team Weekly Performance Checklist

Week of:	M	TU	W	TH	F
School:					
Time Track					
Scheduling at/above goal in advance					
Tracking time with teachers					
Tracking time with groups					
Time Track is the primary calendar					
Clear evidence of follow-up scheduling					
Events reconciled					
Events scheduled aligned with descriptor goals (E)					
Office staff uses Time Track (E)					
Daily Meeting					
Daily meeting scheduled					
Daily meeting occurs every day in some form					
Daily meeting includes scheduling follow-up					
Daily meeting includes reflective questions about individual teacher impact					
Daily meeting includes use of charts and graphs					
Daily meeting completed within 20 minutes					
Daily meeting includes questions about group impact (E)					
Daily meeting includes update on management issues other staff are handling (E)					
First Responders (Check Weekly)					
First Responder Sheet w/10 (A) or 15 (E) management tasks identified					
First/Second responders identified					
List of First/Second responders is up-to-date					
Office staff trained and uses First Responder sheet					
Office staff successfully protects principal time (E)					

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**Weekly Performance Assessment: (Circle One)
Beginning, Developing, Accomplished, Exemplary**

Areas for Focus/Growth

Questions for Time Change Coach

Additional Observations / Comments