

### 1. **Management**

- a. Student supervision
- b. Student discipline
- c. Employee supervision
- d. Employee discipline
- e. Office work/prep
- f. Building management
- g. Parents/guardians
- h. Decision making committees, groups, meetings
- i. District: meetings, supervisors, others
- j. External: officials, others
- k. Celebration

### 2. **Instruction**

- a. Student supervision
- b. Work with student(s)
- c. Feedback: directive
- d. Office work/prep
- e. Observation, walkthrough
- f. Feedback: non-directive
- g. Parents/guardians
- h. Decision making committees, groups, meetings
- i. District: meetings, supervisors, others
- j. External: officials, others
- k. Teaching/modelling
- l. Professional development
- m. Planning, curriculum, assesment
- n. Feedback: celebration

#### **Interactions**

1. Telephone
2. Computer
3. Interaction, Individual
4. Interaction, group
5. Read/Write/Think

### 3. **Personal** (Lunch breaks, restroom, errands, personal business)

<b><u>INSTRUCTIONAL LEADERSHIP DESCRIPTORS</u></b>	<b><u>EXAMPLES</u></b>
<b>A. Student Supervision</b>	<ul style="list-style-type: none"> <li>• using proximity to redirect student(s)</li> <li>• verbally redirecting a student so he/she pays attention—engages in the manner the teacher expects</li> </ul>
<b>B. Work with Student(s)</b>	<ul style="list-style-type: none"> <li>• teaching an individual or a group of students without a teacher present</li> <li>• talking with an individual or group of students while their teacher is present—assisting the teacher by engaging the students in a conversation about content</li> </ul>
<b>C. Feedback: Directive</b>	<ul style="list-style-type: none"> <li>• principal tells teacher to put the learning objective on the board</li> <li>• principal tells teacher to move around the classroom while teaching</li> </ul>
<b>D. Office work/prep</b>	<ul style="list-style-type: none"> <li>• principal is reviewing lesson plans</li> <li>• principal is preparing instructional feedback, evaluations, etc.</li> </ul>
<b>E. Observation/Walkthrough</b>	<ul style="list-style-type: none"> <li>• principal observing, taking data or notes</li> <li>• monitoring climate in instructional places</li> </ul>
<b>F. Feedback: Non-Directive</b>	<ul style="list-style-type: none"> <li>• conversation with the teacher about a lesson where the principal is non-directive</li> <li>• coaching a teacher using a reflective approach</li> </ul>
<b>G. Parents/guardians</b>	<ul style="list-style-type: none"> <li>• conversation with parent or guardian regarding instruction</li> <li>• conversation with parent or guardian concerning a student grade, test or progress</li> </ul>
<b>H. Decision making committees, groups, meetings</b>	<ul style="list-style-type: none"> <li>• Instructional discussions (CIA) with a formal group—like PTA, PLC, site advisory committee, etc.</li> <li>• instructional discussions (CIA) with an informal group—like a group of teachers or parents in the staff room</li> </ul>
<b>I. District: meetings, supervisor, others</b>	<ul style="list-style-type: none"> <li>• supervisor calls principal to discuss assessment results</li> <li>• district science coordinator meets with principal to discuss implementation of science modules</li> </ul>
<b>J. External: officials, others</b>	<ul style="list-style-type: none"> <li>• principal works with Kiwanis Club to develop a mentoring program for students</li> <li>• principal talks with advocacy group about assessment results</li> </ul>
<b>K. Teaching/Modeling</b>	<ul style="list-style-type: none"> <li>• principal is teaching the teacher by modeling an instructional practice or technique—teacher is present</li> </ul>
<b>L. Professional development</b>	<ul style="list-style-type: none"> <li>• principal presents on instruction, curriculum or assessment</li> <li>• principal attends a session on instruction, curriculum or assessment</li> </ul>
<b>M. Planning, curriculum, assessment</b>	<ul style="list-style-type: none"> <li>• principal meets and or participates with a group focusing on curriculum, instruction or assessment</li> <li>• principal gives feedback or employee supervision to a group</li> </ul>
<b>N. Feedback: Celebration</b>	<ul style="list-style-type: none"> <li>• principal congratulates a teacher on improvement or performance</li> <li>• principal congratulates a student for academic progress or success</li> </ul>

### NSIP Time/Task Analysis

School \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Day of week: M – T – W – TH – F (circle day)

District \_\_\_\_\_ Data Collector \_\_\_\_\_

Time of Day	05	10	15	20	25	30	35	40	45	50	55	60

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