

EPISODE 127

# Working With Your Office Staff So You Can Get Into Classrooms



INSTRUCTIONAL  
LEADERSHIP SHOW





# WORKING WITH YOUR OFFICE STAFF SO YOU CAN GET INTO CLASSROOMS

with Justin Baeder, PhD



 THE PRINCIPAL CENTER



# Essential Question



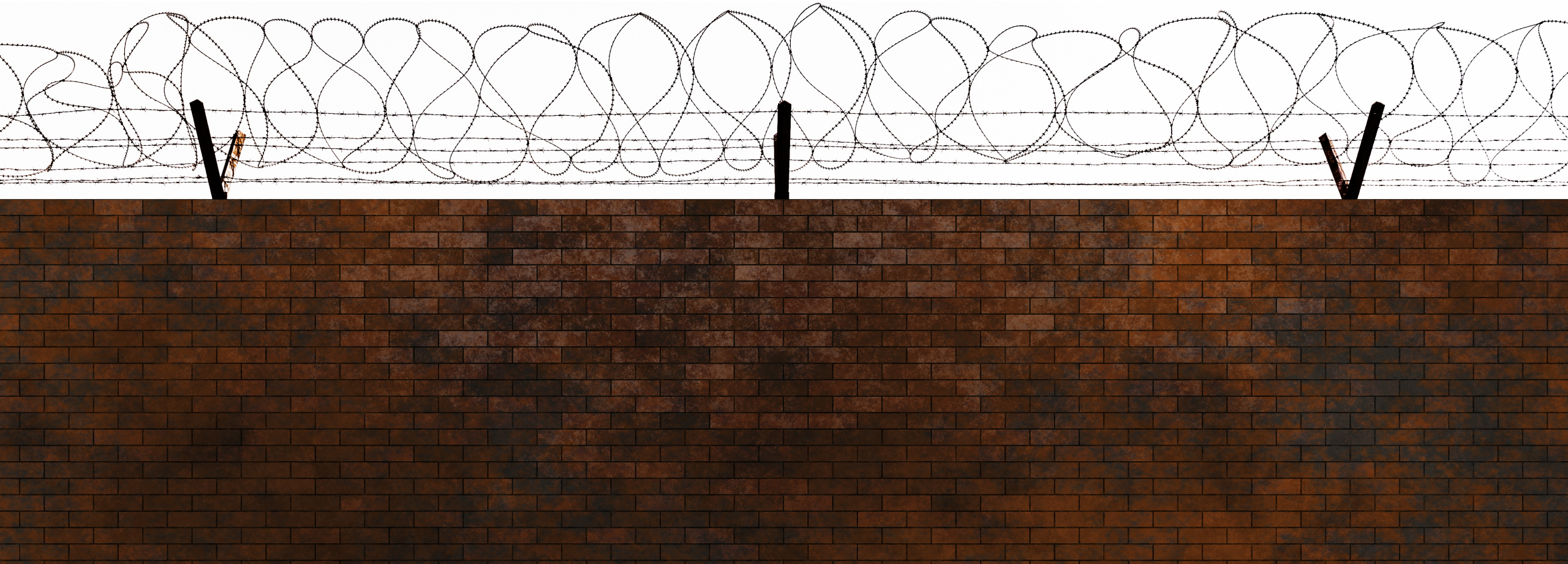
How can we work with office staff to deal with interruptions and get into classrooms daily, while still providing support?

# The Low Wall





# The “Prevent Interruptions” Myth



# Already Capable



- Your office staff is already capable of dealing with issues that arise while you're off-campus for meetings
- They can use the same approaches to get into classrooms
- It's even easier when you're more available



# How To Use Your Office Staff



1. Make the notecards
2. Give you 3 notecards each day
3. Shoo you out of the office with a notecard
4. Return notecards to stack
5. Keep visitors & interruptions waiting
6. Clarify when you're really needed

# 1. Make the Notecards



- One card per teacher
- Name, room
- Lunch + prep times
- Subject/period schedule

Name		Room	Lunch		Prep
Period/Subject	Date	Date	Date	Date	Date

[PrincipalCenter.com/notecards-pdf](http://PrincipalCenter.com/notecards-pdf)





## 2. Give You 3 Notecards A Day

- 3 cards from the top of the stack
- Review your + teachers' schedules
- Talk about times to visit



# 3. Shoo You Out of the Office



- Reminder to get into classrooms
- Completed visit notecard = ticket to stay
- Notecard goes on bottom of stack



# 4. Return Notecards to Stack



- Completed? Put on bottom of stack
- Not completed? Place on top for tomorrow
- Keep a consistent rotation
- Be intentional about part-time teachers
- Monitor interruption rate + schedule

# 5. Keep Visitors & Interruptions Waiting

- Be the gatekeeper
- Protect 5-15 minutes of time
- Go “over the wall” if necessary



# 6. Clarify When You're Really Needed



- Low wall, not a barbed-wire fence
- Many emergencies are less work if handled right away
- Develop shared expectations
- Trust their judgment

# Have the Conversation



"I want to get into classrooms more, and I want to do so without negatively impacting the office, so I need your help. Can you help me get into classrooms three times a day, and cover for me for a few minutes if something comes up? Let's also talk about when it's OK to interrupt me, because while these visits are important, they're also flexible, and I don't want to leave you in the lurch."



Q&A



What if the office is  
already understaffed?

# Q&A



What if they're using poor judgment about when to interrupt me?

Q&A



What about major  
behavior/safety issues?

Q&A



What about “That Parent”  
or “That Teacher”?



Q&A



What if we have multiple  
admins getting into  
classrooms?

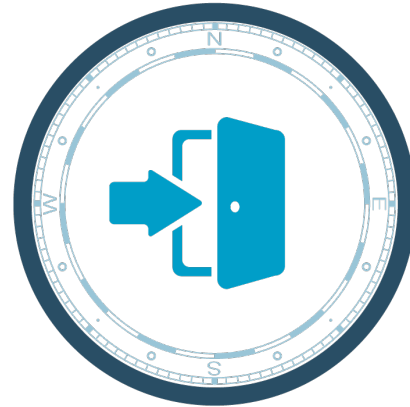


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# CLASSROOM WALKTHROUGHS FOR ADMIN TEAMS

with Justin Baeder, PhD

# Learn More



# EVIDENCE-DRIVEN

## CLASSROOM WALKTHROUGH

CERTIFICATION

