

EPISODE 312

When It's OK To Be In The Office Rather Than Classrooms



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



When is it OK for me to be in the office, rather than in classrooms?

How much of my day should I dedicate to classroom visits?

A Definition



Instructional leadership is the practice
of making and implementing
operational and improvement
decisions
in the service of student learning.

Do What Needs To Be Done



Go to the office when you're needed:

- To hear staff concerns
- To meet with parents
- To meet with students
- To finish urgent work



Too Much



- 100% of time in classrooms
- Two full days a week in classrooms
- All morning in classrooms
- Every classroom every week

Right-Sizing Classroom Time

- 15-45 minutes a day
- 3 visits of 5-15 minutes each
- + Formal Observations



Frequent Office Check-Ins



- Without the chance to see you regularly, office staff will feel unsupported
- They have their own work to do
- The longer you're out, the more follow-up work for them



Office Work During School?

- Expect to be interrupted
- Try to get bursts of work done
- Try to get to Inbox Zero
 - Delete
 - Delegate
 - Defer
 - Do



The Inbox Overhaul



Downloads



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Lessons

- Introduction — The Inbox Overhaul
- Leadership and Email
- Email's Properties
- Get and Stay Current
- Mobile vs. Computer
- Timeshifting Email
- The Right Tools



Move The Ball Downfield



Ask
Karen

Move The Ball Downfield



- Cross off what you've done
- Think of overlooked "...but first I need to..." steps
- Consider who may need to give input
- Pass the document along with instructions OR
- Refile in your Future File system
- Mark time on your calendar

Theory of Action for Instructional Leadership



Confidently get into three classrooms every day



Have feedback conversations that change teacher practice



Discover your best opportunities for school improvement