

NEW ADMINISTRATOR ACADEMY SCOPE AND SEQUENCE

Month	Interns	AP 1 & 2	Principal 1
July	Summer Institute	Summer Institute	Summer Institute
August	Intro to Special Education and Discovery Training		
September	Discipline, Suspensions, and Safe School Procedures	Sped Tier II and Tier III interventions and behavior plans.	Purchasing
October	Rater Reliability Training	School Wide Discipline Plans PBIS	Community Councils and Trust Lands Reports
November	Preparing for Applications, screening process and Mock Interviews	Intro to Corrective Discipline	Corrective Discipline, Provisional Teacher Evaluation
December	Superintendent Q & A	Superintendent Q & A	Superintendent Q & A
January	Intro to School City, Assessment Platforms, etc. with Emphasis on Achievement Data	Using School City, Assessment Platforms, etc. in gathering data with an emphasis on application/context, driving PLC discussion.	Using Data to Write Effective SSAP Reports
February	Administrator Public Relations	Understanding student counts, FTE, and Open Enrollment	Open Enrollment, FTE Reports, and Surplus Process
March	Introduction to Teacher Evaluations and Observations	Using Observation Tools and Multiple Measure Sources for Teacher Evaluations	Summative Evaluation Summaries and the Non-Renewal Process
April	Intro to Budgets, Purchasing, and Fiscal Policies	In-depth look at Fiscal Policy	Hiring Procedures and Processes
May	Impact projects/Celebrating the Year	Year-end Procedures and Processes	Professional Learning Process
	McMillan	McMillan	Kenley

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**Summer Institute topics:** *Interns:* Welcome to Administration, Why Administration? , Connecting the Dots, Meeting with Mentor Principals, PG & E, Granite Way, Creating Data link to analyzing student achievement, Intro. to Human Resources, School Safety and Prevention, Working with teachers, Intro. to building stewardship and management.

*1<sup>st</sup> AP & 1<sup>st</sup> Principals:* School Improvement, Human Resources and Benefits, School Safety and Prevention, PG&E, School Mission/Vision/Culture, Granite Way, Understanding Building Stewardship and management in context, Support Resources & Safe UT, Educators Handbook, Working with Teachers, Academic Achievement & prioritizing