



**NORTH CENTRAL COLLEGE EDUCATIONAL LEADERSHIP
INTERNSHIP OBSERVATION**

Candidate:	Date: Tuesday	Time: 8:30 AM-9:30 AM
Internship Course/ Observation #: EDN 690: Observation #1	Supervisor:	Mentor:
Type: (<i>Site Visit/Conference/Mentor Meeting</i>) Site visit	Location: Elementary School	Observation Event/Task: School Kick-off In-Service
Individuals Present: All school teachers & administration		
Attachments (if any): <ul style="list-style-type: none"> • a copy of the powerpoint / materials 		
Agenda/Line-up of Event(s): <ul style="list-style-type: none"> • Opening In-Service: Be More Awesome 2017-2018/ Theme Song “You’re An All-Star” by Smashmouth • Table Awesome Sharing • Example from each table on how to be more awesome • Opening Activity: read aloud Be sure to.... & then the words in your personal life and professional life (while <i>Everything is Awesome</i> is playing) • Sharing posters large group • Mission/ Goals: Get to Grade/ Close the Gap/ Top 10% • Data Review 2017 Mean • PARCC Data • Table Discussions: <i>District goals of 64% and 74%/ How do we keep meeting the district growth targets while increasing our mean?</i> • <i>QUOTE</i> • <i>Only One You</i> by Linda Kranz Video of picture book • Paint your Rock while Listening; Students will each paint a rock and create a rock garden <p>NOTE: Up to this Point all Principal Prepared but Jointly Planned with Intern; Mark & Stephanie present after this point</p> <ul style="list-style-type: none"> • Back to School Hand-out and Board Policy Packet • Grading Policy: consistency across grade-level team, parental involvement, coordination • Sub Folders • MAP Testing Protocol • Emergency Info/Maps • Evaluations • Schedules • Phone List • Social Media • Etc • PBIS Team • 		

Notes/Observations:

- Music playing and lunch sets a great tone; there is an atmosphere of energy/anticipation/excitement!
- Dressing in school colors is excellent—can't bear the orange suit of your colleague
- Colorful, graphic powerpoint adds to energy
- Open to change, more reflective, never done growing, it is about them not us are great indicators of the dispositions of a faculty with a growth mindset
- Strong prep is evident with paper and markers clearly staged and labeled making use of time for the thought process not directions on "what do we label the poster"
- Great how the data is represented in a way to celebrate—what was accomplished
- Consider having major points on the management tasks also projected on the powerpoint to help reinforce major points
- Stephanie, you seem comfortable and coordinate with Bob well as you go back and forth
- Consider use of visuals—even more essential when going through weighty/dry info like you have been charged; a use of graphics can really help add levity and clarity
- Consider one page with a To Do List of all tasks and paperwork deadlines pasted on the front of the file folder of paperwork so teachers feel less overwhelmed and know everything they have to do is spelled out on one page and all related paperwork is enclosed
- You seem comfortable feeling questions and faculty feel comfortable asking you

Intern Take-Aways/ Reflection on Observation: (*Intern notes what he/she has learned from the experience.*)

This felt like a great "conclusion" to summer residency and beginning of my internship year. I felt very prepared to work withand and was included in the entire before school year process. I felt that I learned so much leading up to this institute day and that resulted in confidence to be in a new role this year. I now feel ready to pursue more leadership opportunities this year and this first step has excited me for what is to come.

I would like to continue to find opportunities to work through PD planning and be a part of the "behind the scenes" thought processes with

Next Steps/ Suggestions for Development:

- Consider how you can continue the thematic thread and interactive aspects as you move through the "dry" paperwork, even if only via the powerpoint or through one graphic that has all aspects you'll discuss or one checklist with the theme incorporated or a binder with sections labeled for all the paperwork so easily perused and less overwhelming.
- Continue the fine work reaching out for leadership opportunities and teaming so effectively with your building administrators