**COLLABORATIVE DISCUSSION GUIDE - District Office Supervisor**

| **Supervisor:** Ms. Jones | **Date:** 9/20/18 |
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| **Administrator Mentee/School:** Doe/Anywhere Elementary | **Administrator** **Mentor**: Smith |
| **Successes** (Supervisor’s Perspective - What’s going well for administrator mentee?):  Developing a *followership* in his building  Participating in Math PD with district leadership and teachers | **Focus** (District/School Initiatives, Challenges, Concerns, etc.):  Continued work with Site Council (i.e., School Improvement Plan)  Professional Learning Communities - Review of notes and focus on improving the PLC process  Curriculum - Focus of work should be highest leverage practices and strategies  PD Opportunity - Getting Things Done (time management) |
| Evidence/Data  Parent/Teacher Survey, informal feedback | Evidence/Data  Leadership Grid, Title IV Professional Development Survey |
| **Support Needed** (for Administrator Mentee)  Parent outreach to support student success  Year long calendar for school wide events  Reading and writing, especially grade 3 (Support school board goal of all students reading by 3rd grade) | **Next Steps** (for Administrator Mentor)  Review School Report Card with mentee (SBAC data)  Discuss possible walkthroughs with mentee - Prioritize Grade 3 during Reading Block  Discuss strategies for supporting reading and role of instructional coach |
| **Next meeting date and time:** November 28, 2018 | **Focus:** To Be Determined |

**Oregon Educational Leadership/Administrator Standards**

| * √#1 Visionary Leadership | * √#4 Inclusive Practice |
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| * √#2 Instructional Improvement | * #5 Ethical Leadership |
| * √#3 Effective Management | * #6 Socio-Political Context |