**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 buildingParticipating 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 processCurriculum - Focus of work should be highest leverage practices and strategiesPD Opportunity - Getting Things Done (time management) |
| Evidence/DataParent/Teacher Survey, informal feedback | Evidence/DataLeadership Grid, Title IV Professional Development Survey |
| **Support Needed** (for Administrator Mentee)Parent outreach to support student successYear long calendar for school wide eventsReading 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 BlockDiscuss 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
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| * √#3 Effective Management
 | * #6 Socio-Political Context
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