

NISL Principal Daily Log

Version 6

1. Did you work today?

A. Yes

B. No (sick day, vacation day, personal day, etc.) [STOP HERE]

2. Please indicate when and for how long you worked on each of the following areas today. [Within each hour block in which respondents worked on an area, they will indicate whether they worked on it for 1=1-15 minutes, 2=15-30 minutes, 3=30-45 minutes, 45-minutes to 1 hour]

	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7
<u>Building operations</u> (schedules, space allocation, building maintenance, vendors)													
<u>Finances and financial support for the school</u> (preparing budgets, budget reports, seeking grants, managing contracts)													
<u>Community or parent relations</u> (formal meetings and informal interactions)													
<u>School district functions</u>													
<u>Student affairs</u> (attendance, discipline, counseling)													
<u>Personnel issues</u> (recruiting, hiring, supervising, evaluating, problem solving)													
<u>Planning/setting goals</u> (school improvement planning, developing goals)													
<u>Instructional leadership</u> (monitoring or observing instruction, school restructuring or reform, supporting teachers' professional development, analyzing student data or student work, modeling instructional practices, teaching a class)													
<u>Your professional growth</u> (formal professional development, attending classes at college/university, reading articles or books)													
<u>Other</u> [please specify]													

3. Please indicate with whom you worked for each area selected in question 2. [For Q3, respondents will be shown a representation of the areas and hour blocks they marked for Q2. Within those blocks, respondents will indicate who they were working with]

- A. By myself
- B. Regular classroom teachers

- C. Teacher-leaders (coaches, facilitators, master/mentor teachers)
- D. Students
- E. Other principals
- F. District staff
- G. University staff
- H. Parents
- I. Community members
- J. Vendors/contractors
- K. Other (please specify)

4. Please indicate whether you worked on any of the following today. [RESPONSE CHOICES: RESPONDENTS WILL SIMPLY CHECK A BOX FOR ACTIVITIES IN WHICH THEY ENGAGED] NOTE: RESPONDENTS SHOULD ONLY BE ASKED Q4 IF THEY CHECKED “PLANNING/SETTING GOALS” IN Q2]

- Developing reading/language arts or English achievement goals (for example performance standards)
- Developing math achievement goals (for example performance standards)
- Developing reading/language arts or English instruction goals
- Developing math instruction goals

5. Please indicate whether you worked on any of the following today. [RESPONSE CHOICES: RESPONDENTS WILL SIMPLY CHECK A BOX FOR ACTIVITIES IN WHICH THEY ENGAGED] NOTE: RESPONDENTS SHOULD ONLY BE ASKED Q5 IF THEY CHECKED “INSTRUCTIONAL IMPROVEMENT” IN Q2]

- **Working with teachers or students**
 - Communicating goals for teaching and learning
 - Working with teachers to gain acceptance of standards
 - Working with teachers to gain acceptance of instructional improvement goals
 - Encouraging teachers to perform at a higher level
 - Publicly recognizing, praising, or rewarding teachers
 - Publicly recognizing, praising or rewarding students
- **Changing procedures or policies related to curriculum and instruction**
 - Redesigning reading/language arts or English instructional strategies used by teachers
 - Redesigning math instructional strategies used by teachers
 - Redesigning professional development strategies
 - Redesigning assessment strategies
 - Changing the school schedule to support teacher development
 - Taking steps to align curriculum, assessments or standards

- **Supporting teachers' efforts to improve their practice**
 - Establishing collaborative teams
 - Securing resources for instructional improvement efforts
 - Encouraging collaboration between teachers
 - Coaching a teacher or teachers in reading/language arts or English instruction
 - Coaching a teacher or teachers in math instruction
 - Modeling instruction in a reading/language arts or English class
 - Modeling instruction in a math class
 - Working with a teacher or teachers on specific issues from their reading/language arts or English class
 - Working with a teacher or teachers on specific issues from their math class
- **Monitoring or observing**
 - Observing classroom instruction in reading/language arts or English
 - Observing classroom instruction in mathematics
 - Assessing teachers' understanding of standards
 - Monitoring whether teachers are using reading/language arts or English instruction practices called for by your school's redesign efforts
 - Monitoring whether teachers are using math instruction practices called for by your school's redesign efforts
 - Talking with students about their work in reading/language arts or English
 - Talking with students about their work in math
- **Teaching**
 - Teaching a reading/language arts or English class
 - Reading to a class
 - Teaching a math class
- **Analyzing data or student work**
 - Examining student work in reading
 - Examining student work in writing
 - Examining student work in mathematics
 - Analyzing reading/language arts or English assessment results
 - Analyzing math assessment results

NOTE: RESPONDENTS SHOULD ONLY BE ASKED Qs 6-8 IF THEY CHECKED "YOUR PROFESSIONAL GROWTH" IN Q2]

6. In which of the following activities did you engage today? [RESPONSE CHOICES: simple checkbox]

- A. Read instructional materials from a professional development program (either paper or online materials)
- B. Completed computerized exercises from a professional development program
- C. Read books, journal articles, reports or case studies

- D. Attempted to apply ideas I'd learned in a professional development program to my work
- E. Participated in a formal professional development session
- F. Worked with a staff member of a professional development program
- G. Received coaching or training from another principal
- H. Attempted to learn about effective leadership, teaching, or learning by studying a successful school

7. Thinking about the activities you checked in question 6, please indicate the extent to which you agree or disagree about the following statements. (strongly disagree, disagree, agree, strongly agree)

While engaging in these activities...

- a. I became more confident that my typical leadership practices are effective
- b. I reflected on how well my typical approaches to solving problems worked
- c. I thought about seeking additional information from another school leader, teacher, or some other source
- d. I thought about an aspect of my practice in a new light
- e. I tried to do things differently than I have in the past
- f. I questioned some of the leadership practices I use
- g. I questioned some of my beliefs and assumptions about which leadership practices work best

8. To what extent did you work to increase your knowledge in the following areas today? (Not at all, to a small extent, to a great extent)

- a. standards-based instructional systems
- b. the standards in my district or state
- c. strategic thinking
- d. strategies for school restructuring
- e. effective student learning in reading/language arts or English
- f. effective student learning in mathematics
- g. effective reading/language arts or English instruction practices
- h. effective math instruction practices
- i. how to help teachers develop their professional knowledge
- j. how to build a professional learning community among teachers

8. Would you say that today was a typical day for you?

Yes

No

9. What was the most consequential decision you made today?

10. Why do you believe the decision was consequential?

11. Please describe any noteworthy progress you feel you made in the NISL program today. (Note: this question will only be given to cohort 1 principals this spring and next school year).

12. When completing the log today did you use the chart we provided to keep track of your activities throughout the day?

- Yes
- No