ASSISTANT PRINCIPAL, INTERN CONFERENCE WITH PRINCIPAL

DOCUMENTS	QUESTIONS/PROMPTS
• School Data* • Data Team/PLC's Documents • Evidence of Communication of Data • School Improvement Plan	Discuss data for areas of responsibility: • *Share areas of strength and areas for improvement (include data on diverse learners, i.e., high achieving students, struggling students, students with diverse needs)* • *How do you share data with stakeholders?* • *How do support employee's use of data?* • *How do you work with teachers to analyze student work and progress?* • *Discuss data teams/PLC's and how they are working*
• School Improvement Plan*	Discuss how you support school vision and goals
• School Improvement Plan • Professional Development Plan, Calendar, Agenda, PD Handouts/Documents	Discuss your involvement in the school's professional development plan • *For licensed employees* • *For classified staff* • *Share how PD you are involved in aligns to SIP goals*
• DSD Planning Process*	Share examples of how you use the DSD Planning Process
• Mentoring and Employee Leadership Documentation (agendas, minutes, handouts, communications, leadership assignments, etc.)	Discuss how you support and train new teachers? How do you provide opportunities for expert or "extraordinary" staff to be leaders in your school? Give specific examples.
• School Handbook • Website • Communications Regarding Policies & Procedures	How do you communicate with stakeholders to ensure they are aware of school news, and school and district policies and procedures?
• Policy Handbook, Data	Share an example of a policy/procedure you recently changed or implemented and how that enhanced the effectiveness or efficiency of school operations and learning
• Budget* • School Improvement Plan	Discuss budgets you are responsible for: • *How do you allocate the budget? Who is involved?* • *How do you involve stakeholders in budgeting and/or ensure budgeting processes are transparent to stakeholders?* • *What checks are in place to ensure staff utilize budget and resources appropriately?* • *How do you ensure budget and resources are distributed equitably* • *What budget needs do you have?*
• Staffing/Enrollment Information*	Discuss your involvement in staffing and enrollment assignments • *How do you ensure students have equitable access to quality teachers, courses, and programs?*
• Staff Evaluation Data*	Discuss employee observations/evaluations • *Who are your extraordinary employees?* • *Which employees are you concerned about? How do you plan to work with them for improvement?*

*Documents/Evidence are not required for conference with Principal; however, you may want to have asterisked items easily accessible.