



## *New Principal Checklist*

### Before school begins

- ❑ **Schedule regular meeting times with superintendent**
- ❑ **Carefully review:**
  - Board policies
  - Job descriptions
  - Personnel contracts
  - Faculty handbook
  - Evaluation plan
    - ❑ Evaluation schedule
    - ❑ Professional development plans
  - Budget (Any unencumbered funds that have been allocated but not spent?)
  - Student handbook
    - ❑ Has the board approved it?
    - ❑ Attendance policy
    - ❑ Discipline policy
    - ❑ Discipline and superintendent
    - ❑ Distribution, communication, and sign-off sheets
  - Curriculum guide (SIP, homework policy, curriculum coordination, student groupings)
  - Schedules: Master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, ad bell schedules. Remember, the curriculum should be driving the scheduling, not the reverse☺
  - Review school bulletins and memos from previous year. Note report deadlines and meeting dates in your planner/PDA.
  - School communication
- ❑ **Become familiar with the building**
  - Review safety and emergency evacuation plans. Review fire and tornado drill procedures and schedule drills.
- ❑ **Meet staff: Call and ask to meet individually with all of your staff (teachers, secretaries, school nurse, etc.). What are their expectations/concerns?**
- ❑ **Get to know your community:**
  - Study the kinds of people who reside in the community (blue-collar, welfare, single-parent homes, etc.)
  - Who are the leaders in the community? Get out and meet them!
  - What are the major organizations in the community?
  - Who are the main employers?
  - Where do people meet?
  - What are the educational expectations and attitudes of the people in the community?
  - How do members of the community (all constituencies) find out information about the school?
  - What opportunities are available to help me “sell” my school? (Rotary, Chamber of Commerce, etc.)
  - What types of media cover the school? What is the existing relationship with the media? How can I use media to “sell” my school?