

Administrator or Pedagogical Leader Self-Assessment

Put an **S** before each task closest to your skills set.
Put a **T** before each line where you spend most of your time.

Administrator and Supervisor Responsibilities

Enrollment

Accounting, budgeting, reporting

Maintaining compliance for regulations and contracts

Human Resources including staff recruitment, orientation supervision, and evaluation

Organizational systems, policies and procedures

Facilities management

Technology management

Purchasing

Fundraising

Staff scheduling

Staff communications and meetings

Parent communications meetings

Goal setting/strategic planning

Other _____

Other _____

Pedagogical Responsibilities

Creating learning culture reflective of program philosophy throughout the program

Developing staff dispositions of curiosity and intentional actions

Exploring learning styles of each staff member to tailor opportunities for learning

Modeling and coaching observation and documentation skills in teachers

Establishing protocols for studying documentation as source for curriculum ideas and assessment

Engaging teachers in action research

Locating resources for ongoing professional development for staff

Creating systems with teachers to track children's learning

Other _____

Other _____