

## **Tool Box Activities**

### **Problem-Based Theme Three**

These activities deal with daily management and organizational expectations of districts/buildings. The activities are aligned with each ISSL Standard and with the Problem-Based Theme.

- Examine school operations and maintenance plan, and decision-making process to meet staff and student needs/requests. Journal findings.
- Examine building/district hiring and termination practices, policies, and procedures. Are these aligned with best research and practice? Journal findings with suggestions for improvement.
- Examine building communications and district policies, practices, and procedures. Are these aligned with best research and practice? Write a plan for improvement.
- Examine building emergency plans. Are they adequate? Journal findings.
- With building principal, review scheduling process with building principal. Determine how decisions are made. Journal findings.
- With building principal, review how human and material resources are utilized and decisions made for who does what and who gets what. Journal findings with suggestions for improvement.
- Review problem solving process used in your building. Was consensus reached concerning building concerns, methods for making suggestions for improvements, etc? Is this aligned with research and best practice? Is it fair to all staff? Is the process effective? Journal findings.
- Review technologies that support management functions. Write a recommendation to your principal/district of your findings.