

Semester Activity Planner – Summer

Activity #	Descriptor	Continuum	Description	Mentor’s Recommended Strategies / Other Notes	Date to Perform
1	Preparation for Summer Program.	Observe	... a meeting at your school where summer placement options for various students are discussed.		
			... the summer employment process for teachers and instructional personnel (posting of vacancies, submission of employment applications, etc.)		
		Participate	... in collecting student data, records and registration information to be forwarded to the hosting school’s summer site.		
			... in the collection of any special needs materials that need to be forwarded to students’ summer site (i.e., assistive technology, special furniture, etc.)		
			... with the school principal summer staff coverage process for the hosting site (custodial, clerical, et al.) [NOTE: each school and district deals with this differently.]		
		Lead	... in conjunction with the mentoring principal create the announcement and email (and/or the meeting agenda item) concerning the summer school program.		
			... an internal or site-based audit of the summer school records that are being sent to the hosting school, verifying completion.		

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2	3-Day Summer Program Administrative Experience.	Observe	... the opening day processes and procedures of the summer program (arrival, dismissal, food service, staff assignments, etc.).		
			... opening day procedures (student counts, transportation issues, student and parent assistance, etc.)		
		Participate	... in opening day/week staff meeting.		
			... by shadowing the summer program site principal or mentor during the first three days of the summer program.		
		Lead	... student count procedures in conjunction with site administrator during the first days of the summer program.		
			... the summer program's fire drill.		

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3	Reviewing, updating, and improving school discipline data and plan.	Observe	... a meeting of your school’s discipline committee to review the prior school year’s discipline data, trends, and consequences.		
			... evidence from the school’s recorded data that demonstrates trends and problems from the past year’s discipline.		
		Participate	... in the meeting with your school’s discipline committee to review the prior school year’s discipline data, trends, and consequences by presenting recommendations stemming from findings of this data review.		
		Lead	... by chairing or co-chairing the school’s discipline committee meeting.		
			... the generation of graphs, charts, or tables that summarize the previous year’s data in a clear, user-friendly way.		
			... the creation of recommendations for the committee/school for the discipline plan for the school year.		

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4	Data Analysis for Student Placement.	Observe	... an instructional leadership team meeting during which they review student achievement data.		
			... a meeting of instructional support personnel discussing the strengths and weaknesses of the instructional staff (<i>optional due to sensitivity</i>).		
			... a meeting of administrators and instructional support personnel during which a discussion of school instructional programs offered for different learning needs takes place.		
			... attend data chats/conferences to determine students’ academic needs for the school year.		
		Participate	... in the review of the student achievement data with grade chair/assistant principal.		
			... in the discussion of staff assignments from the previous school year and potential assignments for the upcoming year.		
			... in the discussion to identify appropriate instructional programs to meet the needs of the students with the administration and instructional support personnel.		
		Lead	... a meeting that will determine the specific assignments of students into the classes.		

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5	Projecting enrollment and classes/sections; creating master schedule.	Observe	...a discussion of projected/revised enrollment figures for the upcoming school year.		
		Participate in discussions comparing current enrollment and master schedule configuration to projected enrollment figures.		
			... in discussions concerning the development of the current master schedule and how the numbers of sections of specific courses/grade level sections were determined.		
		Lead	... (for elementary schools) the development of the master specials/lunch schedule for the upcoming year.		
			...(for middle and high) the calculation activity to determine a specific master schedule projection for an identified group of students.		