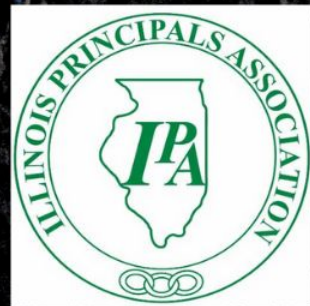


THE
ASSISTANT
PRINCIPAL'S

2022

2021

PLAYBOOK



The background is a vibrant red, crumpled paper texture. A white, torn-edge border is visible at the top and bottom. Overlaid on the red background are several black geometric shapes: a solid circle, a solid rectangle, a dashed circle, and a dashed rectangle. The text is centered in the lower half of the image.

***EVERY EXPERT WAS
ONCE A BEGINNER.***

Rutherford B. Hayes



MEET THE AP PLAYBOOK TEAM



Adam
Herrmann



Steven
Chorak



Jamie
Adolphson



Dimitra
Georganas



Kris
Nickolas



Jen
Winefka



Monica
Ybarra





**"DO NOT LET WHAT YOU
CANNOT DO INTERFERE
WITH WHAT YOU CAN DO."
- JOHN WOODEN**

I'M AN
ASSISTANT
PRINCIPAL
WHAT'S YOUR
Superpower?

[Top 10 Superpowers](#)

The Assistant Principal's Playbook

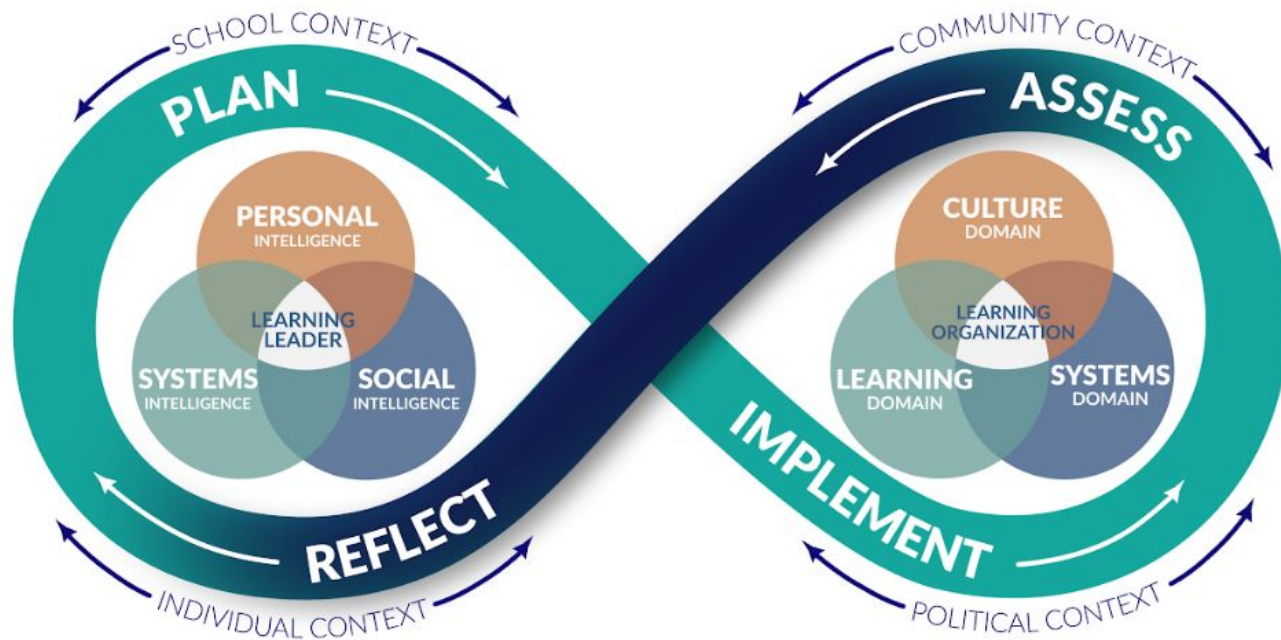
explained

This playbook has been created to support assistant principals as they navigate through their critical role in supporting their principal.

We hope this guide provides the resources you need whether you are a novice or a veteran AP.

SCHOOL LEADER PARADIGM

Becoming While Doing



CREATING HOPE FOR ALL

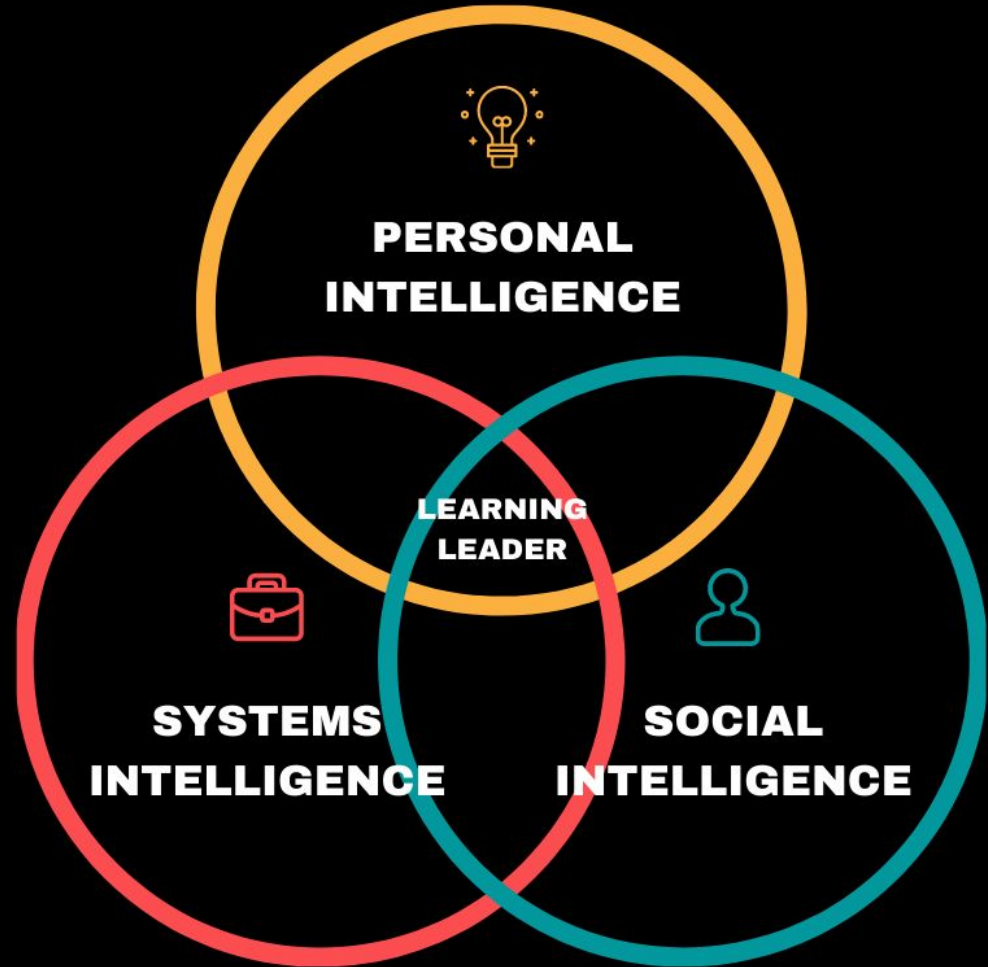
#CreateHope



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THE LEADER

A leader is one who knows
the way, goes the way, and
shows the way.



Personal Intelligence

explained

The capacity of the principal to reason about personality and to use personality and personal information to enhance one's thoughts, plans, and life experiences. The personal intelligence competencies include: Wellness, Growth Mindset, Self-Management, and Innovation.

- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 6.

- ★ [Leadership Styles & Values](#)
- ★ [Navigating Difficult Conversations](#)
- ★ [Professional Development](#)
- ★ [Professional Learning Network](#)
- ★ [Self-Care](#)
- ★ [Time Management](#)

Social Intelligence

explained

A principal's set of interpersonal competencies that inspire others to be effective. Social intelligence competencies include: Services, Community Building, Capacity Building, and Influence.

- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 6.

- ★ [AP & Principal Relationship](#)
[Drafting Resources]
- ★ [Communication with Parents](#)
- ★ [Communication with Staff](#)
- ★ [Communication with Students](#)
- ★ [Community Building with all Stakeholders](#) [Drafting Resources]
- ★ [Strategic Planning](#)

Systems Intelligence

explained

A principal's understanding of the inner-workings and leadership of complex systems within their learning organization. Systems intelligence competencies include: Mission, Vision, and Strategic Planning, Operations and Management, Teaching and Learning, and Cultural Responsiveness

- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 6.

- ★ [AP Entry Plan \(The First 100 Days\)](#)
- ★ [Clarity In Communication With Staff](#)
- ★ [Cultural Responsiveness and Equity](#)
- ★ [Handbooks](#)
- ★ [Mission and Vision](#)
- ★ [Professional Learning Communities](#)
- ★ [Scheduling](#)
- ★ [School Improvement Plans](#)
- ★ [Mission Driven Leadership](#)

1ST QUARTER QUICK TIP

Your first task as an Assistant Principal will be to build relationships with your building administrative team and staff.

SOME IDEAS:

- ★ Meet with your Principal to discuss your shared goals for the school year and to discuss what your responsibilities will be
- ★ Create a short introductory bio to share with your staff, families and community
- ★ Review emergency plans and schedule drills (bus evacuation, active shooter drill, fire and severe weather)
- ★ Work with team members to create back to school assemblies, curriculum nights, and open house presentations
- ★ If responsible for 504s/IEPs, send out introductory letters to families

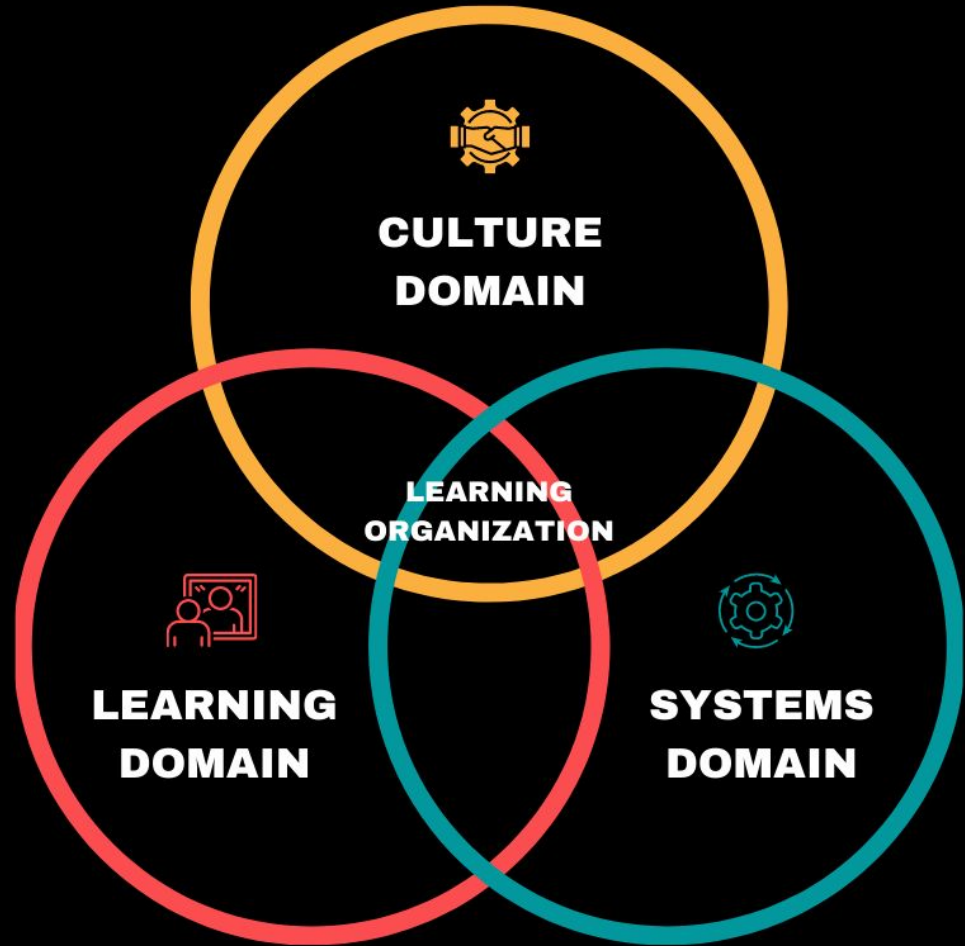


**"EXCELLENCE IS THE
GRADUAL RESULT OF
ALWAYS STRIVING
TO DO BETTER."**

- PAT RILEY

THE ORGANIZATION

Leading to change a school's culture, build systems that support the culture, and nurture the ongoing learning of all stakeholders.



Culture Domain

explained

The principal's efforts to create, foster, and sustain a student centered climate and culture where all adults strive to build positive relationships with all students, while ensuring equitable access and opportunities to high-quality programs. The culture domain dimensions include: Relationships, Student Centeredness, Wellness, Equity, Traditions/Celebrations, Ethics, and Global Mindedness.

- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 8.

- ★ [Community Events](#)
- ★ [Discipline](#)
- ★ [Parent/Teacher Conferences](#)
- ★ [Social Emotional Learning](#)
- ★ [Social Media](#)
- ★ [Special Events](#)
- ★ [Staff Culture](#)
- ★ [Student Culture](#)

Systems Domain

explained

The principal's efforts to assess a school's current systems, initiate a cycle of inquiry focused on dismantling historically inequitable systems, and engage stakeholders in a collective effort to establish sustainable student-centered systems. The systems domain dimensions include: Vision/Mission, Communication, Collaborative Leadership, Data Literacy, Strategic Management, Safety, and Operations.

- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 8.

- ★ [Budget](#)
- ★ [Data Literacy](#) [Drafting Resources]
- ★ [Drills/Safety](#)
- ★ [Evaluations](#)
- ★ [Extracurriculars](#) [Drafting Resources]
- ★ [Grants](#) [Drafting Resources]
- ★ [Parent/Teacher Conferences](#)
- ★ [Back-To-School Events](#)
- ★ [Resources - Contact Info](#) [Drafting Resources]
- ★ [Transportation](#) [Drafting Resources]
- ★ [Truancy](#)

Learning Domain

explained

The principal's efforts to support the development and use of innovative practices that encourage adult and student life-long learning. The learning domain dimensions include: Reflection/Growth, Result-Orientation, Curriculum, Instruction, Assessment, Innovation, and Human Capital Management.

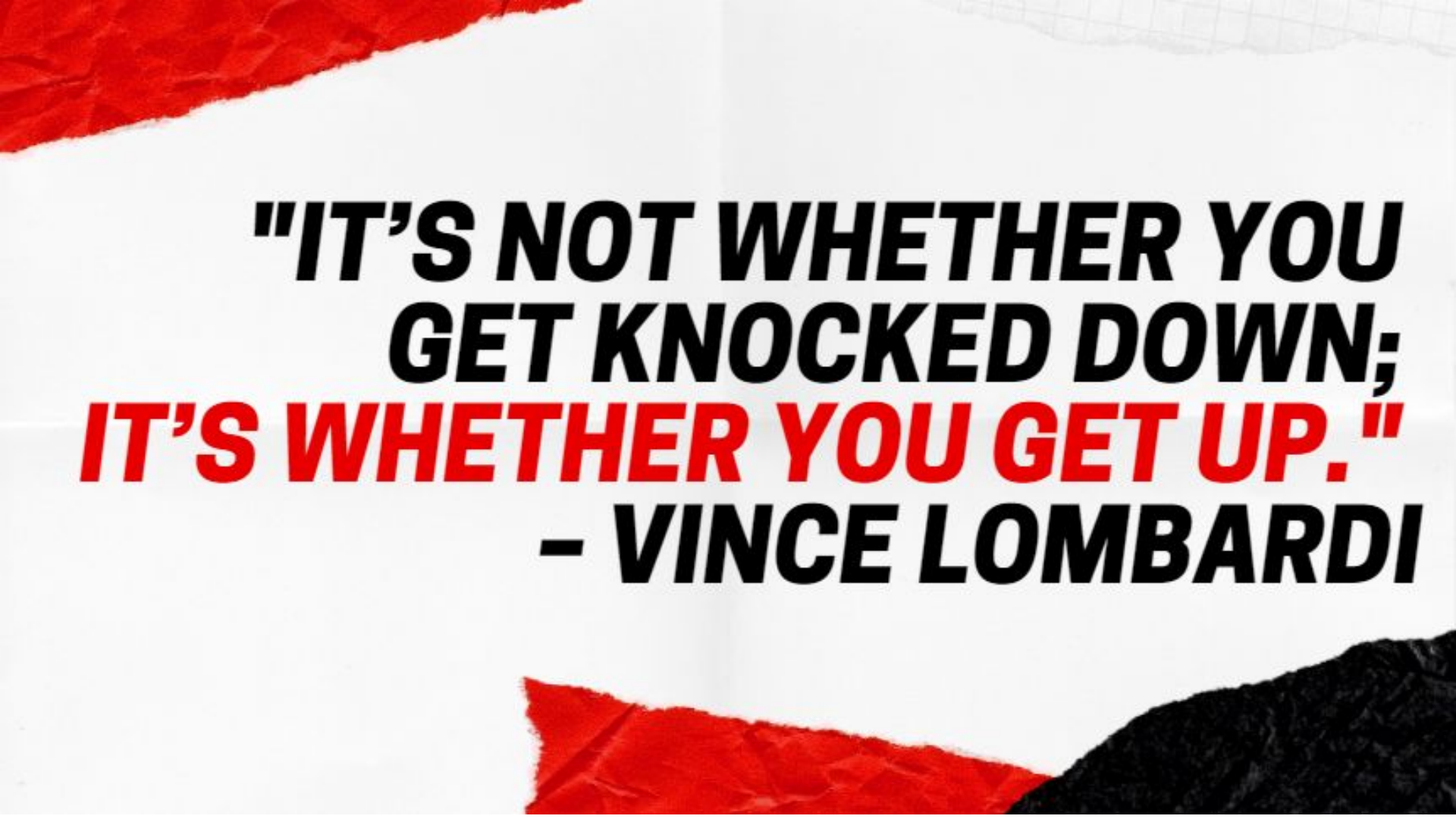
- The School Leader Collaborative, ed. "School Leader Paradigm." *Becoming While Doing* (2018): 8.

- ★ [Special Education](#)
- ★ [Advanced Learning Programs](#)
- ★ [Before the first day of school](#) [Drafting Resources]
- ★ [Curriculum Development](#) [Drafting Resources]
- ★ [Instructional Leaders and Coaches](#) [Drafting Resources]
- ★ [MTSS](#)
- ★ [New Staff](#)
- ★ [Data Analysis](#) [Drafting Resources]
- ★ [Remote Learning](#) [Drafting Resources]

2ND QUARTER QUICK TIP

The school year started and is underway.

- ★ Work with principal to determine who you will be evaluating
- ★ Send out initial contact to staff that you are evaluating with evaluation information and tentative observation/meeting dates
- ★ Review and analyze student discipline, benchmark and academic data
- ★ Begin planning district assessments
- ★ Complete evaluation on support staff if there are concerns



**"IT'S NOT WHETHER YOU
GET KNOCKED DOWN;
IT'S WHETHER YOU GET UP."
- VINCE LOMBARDI**

THE
1ST 100
DAYS
OF AN AP

[Sample Assistant Principal Entry Plan](#)

EXISTING RESOURCES

FOR YOU TO USE

CLICK HERE
FOR ACCESS



*Click the image
to share your
feedback!*



Click the folder to share your ideas, documents,
and files for others to utilize!

3RD QUARTER QUICK TIP

This is testing and summative evaluation time

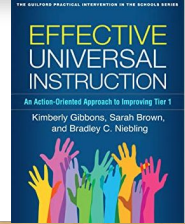
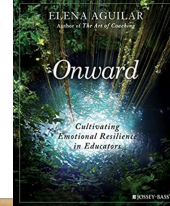
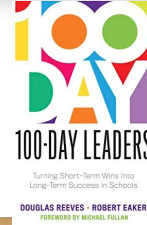
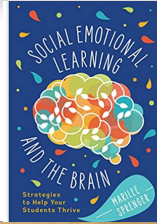
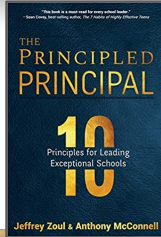
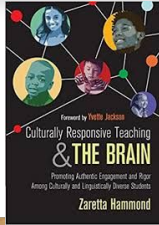
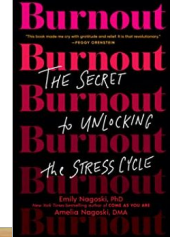
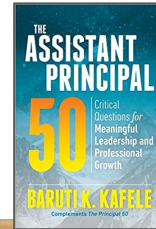
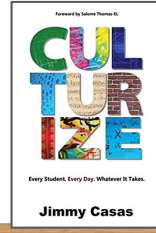
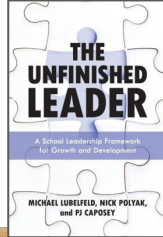
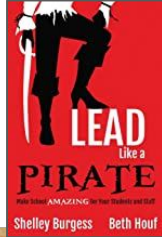
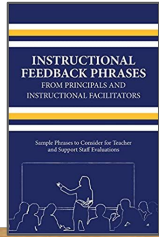
SOME IDEAS:

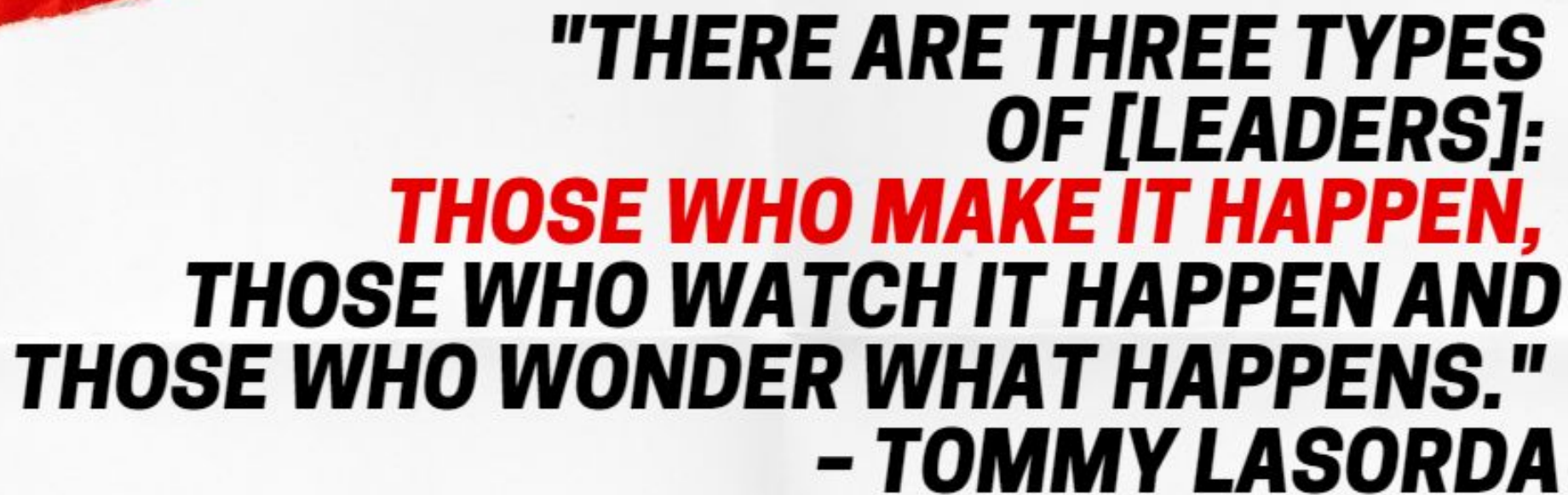
- ★ Create alternative schedules for assessments
- ★ Review documents and procedures for assessments
- ★ Identify students who need accommodations for each assessment

- ★ Finalize summative evaluations based on Non-Tenure & Tenure due dates
 -

**"...TRUE JOY COMES FROM
BEING FULLY PRESENT IN EACH
AND EVERY MOMENT,
NOT JUST WHEN THINGS ARE
GOING YOUR WAY."**

- PHIL JACKSON





**"THERE ARE THREE TYPES
OF [LEADERS]:
THOSE WHO MAKE IT HAPPEN,
THOSE WHO WATCH IT HAPPEN AND
THOSE WHO WONDER WHAT HAPPENS."
- TOMMY LASORDA**

Who do you follow?

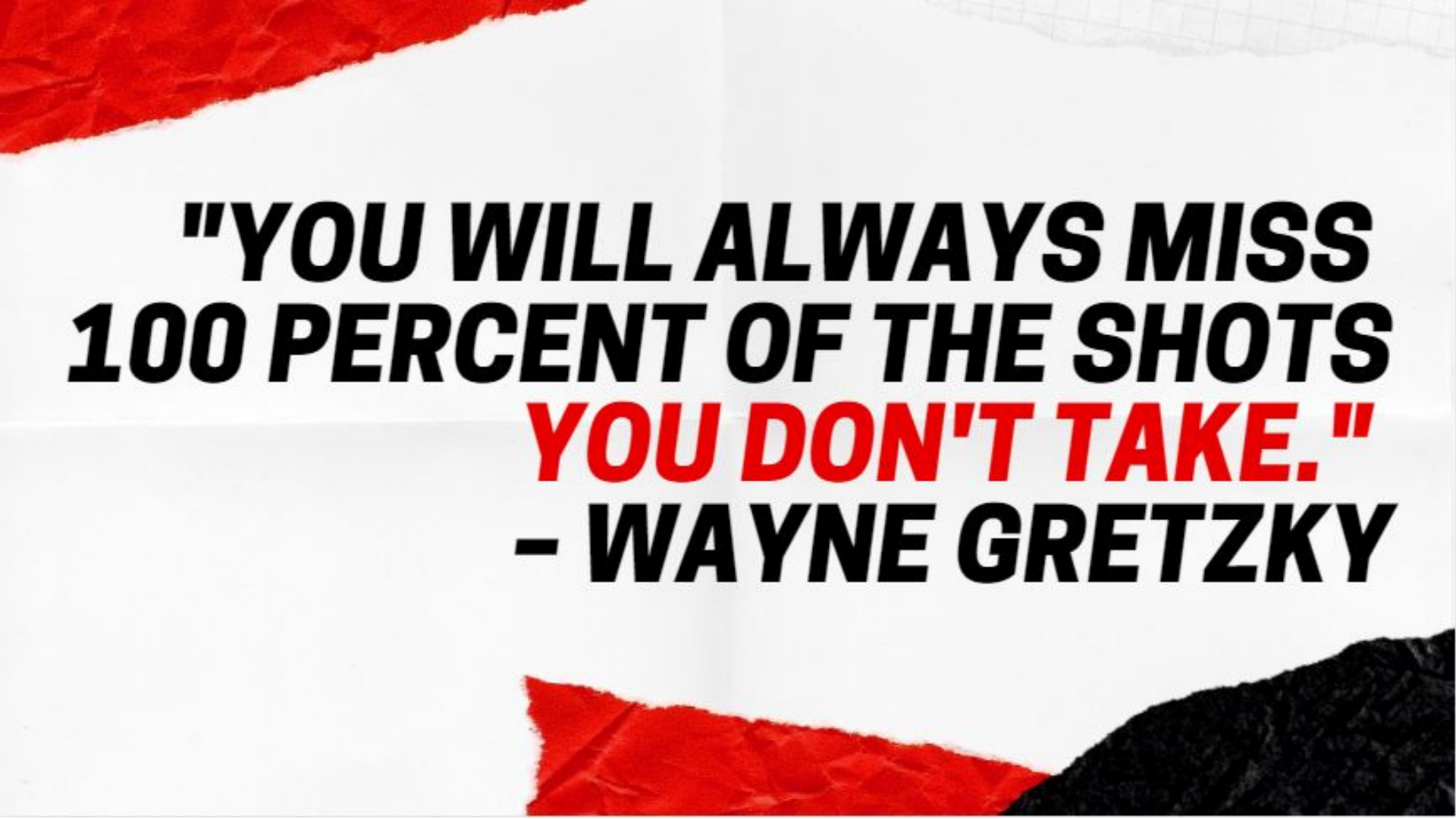
TWITTER HANDLES

@IHSA_IL
@nctsn
@ChildTraumaAcad
@IPA_Jason
@MarcusJBelin
@ILSchoolNet
@IllinoisASA
@ideailinois
@RTINetwork
@DrSueHolmes
@ILschoolboards
@NEAToday
@ILASCD
@ilprincipals
@ISBEnews
@usedgov



FACEBOOK GROUPS

Illinois Principals Association
Principal Principles Leadership Group
Principal Life
The Principal's Desk
MTSS for Educators
MTSS Tiered System of Support for
Teachers and Administrators



**"YOU WILL ALWAYS MISS
100 PERCENT OF THE SHOTS
YOU DON'T TAKE."
- WAYNE GRETZKY**

4TH QUARTER QUICK TIP

You've made it to the final stretch, but the game is not over yet!

SOME IDEAS:

- ★ Finalize end of year activity plans (8th grade celebrations, field day, graduations, etc)
- ★ Review open positions and begin hiring process (make initial contacts, schedule interviews, etc)
- ★ Create and hand out end of year checklist and survey for staff
- ★ Begin planning for next school year

**ASSISTANT
PRINCIPAL**

I Prefer

**EDUCATIONAL
ROCKSTAR!**

Principal Kafele

IPA's AP YouTube Channel

(Coming Soon!)

- ★ 1st Year Advice
- ★ What are Principals looking for in an AP?
- ★ What's Your Role as an AP?
- ★ Building a Positive School Environment
- ★ Time Management
- ★ Getting the Job: What to put on your Resume

***ANY OTHER TOPICS YOU'D LIKE TO SEE ON OUR CHANNEL?
EMAIL ONE OF THE AP TEAM MEMBERS!***

Testimonials

**"IT DOESN'T MATTER WHAT
YOUR BACKGROUND IS AND
WHERE YOU COME FROM,
IF YOU HAVE DREAMS AND GOALS,
THAT'S ALL THAT MATTERS."**

- SERENA WILLIAMS