

## Superintendent's Focus Group

### Qualities of a Site Administrator, 2-9-18

#### Essential Questions:

- What are the characteristics teachers would like to see in their site administration?

<b>Interpersonal Skills</b>	<b>Personality Traits</b>	<b>Professional Characteristics</b>	<b>Values</b>	<b>Work Experience(s)</b>
<ul style="list-style-type: none"> <li>• Good Listener</li> <li>• Clear Communicator</li> <li>• Approachable</li> <li>• Motivator</li> <li>• Able to listen to suggestions or concerns</li> <li>• Able to take positive criticism</li> <li>• Sense of humor</li> <li>• Open-door policy</li> <li>• Open-minded</li> <li>• Respectful/respectable</li> <li>• Listens to teacher perspectives</li> <li>• Welcoming to families</li> <li>• Shares information with staff, school, family, community</li> <li>• Can relate to others, especially teachers</li> <li>• Allow teachers to take risks</li> <li>• Provides useful feedback</li> <li>• Open communicator</li> <li>• Able to take criticism</li> </ul>	<ul style="list-style-type: none"> <li>• Balanced</li> <li>• Fun</li> <li>• Lighthearted</li> <li>• Caring</li> <li>• Encouraging</li> <li>• Not passive aggressive</li> <li>• Positive</li> <li>• Empathetic</li> <li>• Patient</li> <li>• Firm but fair</li> <li>• Genuine</li> <li>• Kind</li> <li>• <i>"Can Do" Attitude</i></li> <li>• Energetic</li> <li>• Good morale</li> <li>• Funny</li> <li>• Sincere</li> <li>• Hardworking</li> <li>• Communicative</li> <li>• Common sense</li> <li>• Thinks holistically</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Good delegator</li> <li>• Visionary</li> <li>• Organized</li> <li>• Problem solver</li> <li>• Planner</li> <li>• Visible</li> <li>• Supportive</li> <li>• Disciplined</li> <li>• Accountable</li> <li>• Adaptable</li> <li>• Seeks support</li> <li>• Follows through</li> <li>• Responsive</li> <li>• Passionate</li> <li>• Open to new ideas</li> <li>• Committed</li> <li>• Logical</li> <li>• Ability to prioritize</li> <li>• Clear expectations</li> <li>• <i>"Under-promises and over-delivers"</i></li> <li>• Team-player</li> <li>• Good at coaching teachers</li> <li>• Dedicated</li> <li>• Ability to recognize quality people</li> <li>• Knows staff and student names!</li> <li>• Efficient and effective</li> <li>• Willing to learn</li> <li>• Prompt with responses</li> <li>• Not a micromanager</li> <li>• Consistent with discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Honesty</li> <li>• Advocate for staff and students</li> <li>• Trust(ing)</li> <li>• Community builder</li> <li>• Understands limitations</li> <li>• Cares about personal and professional lives of employees</li> <li>• Builds relationships with students, staff and families</li> <li>• Being present in the school</li> <li>• Appreciates all populations</li> <li>• Clear, consistent vision</li> <li>• Lifelong learning</li> <li>• Opportunities for leadership</li> <li>• Commitment</li> <li>• <i>"by the book"</i></li> <li>• <i>"team mentality"</i></li> <li>• Protect teacher time</li> <li>• Family and community dynamics</li> <li>• Invites input on budget, schedules, community events, etc...</li> <li>• Promotes learning environment</li> <li>• Customer service</li> <li>• Believes in school and making it better</li> <li>• Growth mindset</li> <li>• Includes stakeholders in</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the classroom</li> <li>• Designee experience</li> <li>• Experience in relevant grade levels</li> <li>• Understands school culture, climate and community</li> <li>• Understand child development and how to support it</li> <li>• Knowledge of teacher challenges</li> <li>• Experience with adults and children</li> <li>• Knowledgeable about best practices</li> <li>• Knowledgeable about policy and procedure</li> <li>• Ability to draw in community</li> <li>• Balanced experience</li> <li>• Classroom and administrative experience</li> <li>• PBIS</li> <li>• Knowledgeable with curriculum</li> <li>• Ability to mentor/coach teachers</li> <li>• Mediator experience</li> </ul>

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