## Essential Time Management Support for District Leaders

LaKena Curtis, Director of Federal Programs
Riverview Gardens School District

## **Introduction - Reflect**

How many days per week do you leave work patting yourself on the back feeling accomplished?

1, 3, 5, None?

Thoughtfully responded to questions, responded to emergencies according to policy, multitasked effectively, and listened to students/staff?

How many days per week do you leave second guessing what you did, didn't do, or thought you should've done?

2, 4, None?

1, 4, Daily?

## Timeline of your District Level Role



## **Discussion Points - As a District Leader**

01

Understanding taking a coaching stance

04

**Take your Stance** 

02

Manager vs Instructional Leader (IL)

05

**Carrying the Weight** 

03

When to Change Hats

06

Be Transparent & Clear

# Understanding your stance at the District Level

- Grapple at navigating between coaching and managing
- Define what each looks like in normalcy for you
- Everything we do is a choice, choose your mindset



## Manager vs Instructional Leader (IL)





- Policies & Procedures
- Processes in place
- Articulating academic performance criteria
- Accountability
- Evaluation
- Hiring





#### **Instructional Leader**

- Reflection
- Support
- Growth & Development
- Planning
- Accountability (growth markers)



## When to Change Hats



#### Manager

- Meet with your evaluator to understand their expectations of you
- Communicate expectations of those you will work with
- Non-negotiables



#### Instructional Leader (IL)

- Support evaluator to understanding importance of time tracker
- Coach team to demonstrate expectations of non-negotiables



#### **Both**

• When the needs of either are not being met...

## 🔐 Take your Stance – Set your Boundary! Be an Instructional Leader!

## Be clear about your stance - Manager

Analyze existing customer needs and identify gaps in the market to find new business opportunities

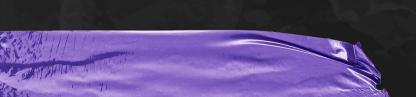
## You've demonstrated support - IL

Utilize technology and customer feedback to come up with novel solutions that meet your customer's demands or needs

Principal Level Examples: Teacher sends Alex to the office or the 5th time not following any of the protocol established by the union, building leadership team, and voted on by staff

- 1. I receive you may be having a hard time with Alex right now, but you cannot send him to the office. This has to change. Manager or IL response?
- I'm here to support you and Alex with having a positive relationship. Tell me about a student you have a strong positive connection with and then we can discuss Alex. Mangage or IL response?





## **Carrying the Weight**

**Transitioning** 

**Overload** 

**Time Change Coach** 

District Level looks different than building level

Don't stay in it

Use them to help you not self sabotage

## **Be Transparent & Clear**



#### **Learn Your Role**

Take time to know what is really expected of you



#### **Trust the Process**

Practice & Reflect



#### **Time Tracker**

Make it great day or



## **Happy File**

Save the good in your day to share



### **Know When...**

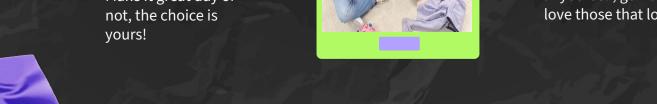
To disconnect from social media, work,



With yourself, go home and love those that love you!









# Thanks!

Do you have any questions? lcurtis@rgsd.k12.mo.us 314-869-2505 EXT 20114 https://www.rgsd.k12.mo.us/



