

Essential Time Management Support for District Leaders

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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?

2, 4, None?

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

1, 4, Daily?

Timeline of your District Level Role



Discussion Points – As a District Leader

01

**Understanding
taking a coaching
stance**

02

**Manager vs
Instructional Leader
(IL)**

03

**When to Change
Hats**

04

Take your Stance

05

Carrying the Weight

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)



Manager

- 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

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 ca not send him to the office. This has to change. Manager or IL response?
2. 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?

You've demonstrated support – IL

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

District Level Reality Example
Follow your TimeTracker!



Carrying the Weight

Transitioning



District Level looks different than building level

Overload



Don't stay in it

Time Change Coach



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 not, the choice is yours!



Happy File

Save the good in your day to share



Know When...

To disconnect from social media, work,



Patience

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





Thanks!

Do you have any questions?

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