

## **LEADER ASSESSMENT ON PERFORMANCE STANDARD 4: ORGANIZATIONAL MANAGEMENT**

### LKES QUICK GUIDE

#### HOW DOES SYSTEMATIC ORGANIZATIONAL MANAGEMENT SUPPORT EFFECTIVE LEADERSHIP?

An organized, efficient, and safe school has a positive impact on student achievement. It is the primary responsibility of a school leader to sustain organizational management. Organizational management includes (1) coordinating a safe and orderly environment, daily operations, and facilities; (2) using data to manage the organization; (3) seeking and managing fiscal resources; and (4) organizing and managing technology resources.

Effective leaders know and act as if student safety is of primary importance. They establish routines and procedures

and maintain a safe environment. They support the learning environment with effective management of facilities, schedules, personnel, and instructional time.

Effective management also enables teachers to maintain their focus on instructional duties in a safe, efficient learning environment. By running interference between teachers and non-instructional tasks, principals provide their staff with the opportunity to concentrate all of their energy on providing the best learning experiences for their students.

In addition to, effective leaders use data to make decisions that inform internal policies and practices. They take stock of available resources, use them effectively, and find creative avenues for acquiring resources, including fiscal resources and technological resources. While resources often include books, materials, and technology, resources may also include opportunities for professional development and collaboration.

*"Some leaders are regularly looking for something new to solve their problems: a new program, a new strategy, a new intervention. Good leaders look for new programs, too. But they are also much more attentive to and much more adept at using what they already have more productively. They are masters at combining existing assets in new ways. The leadership lesson is to always begin by examining resources." – J. Murphy*

#### **HOW TO CREATE A SAFE AND ORDERLY ENVIRONMENT**

1. Establish rules and routines for behavioral problems that might be caused by the school's physical characteristics or the school's routines.
2. Establish clear school wide rules and procedures for general behaviors.
3. Establish and enforce appropriate consequences for violations of rules and procedures.
4. Establish a program that teaches self-discipline and responsibility to students.
5. Establish a system of early detection of students who have high potential for violence or extreme behavior.

#### **MANAGING RESOURCES**

Effective school leaders manage fiscal and technology resources by:

- Understanding local and state fiscal policies
- Reviewing previous budgets and creating a current budget
- Acquiring and distributing resources based on priorities
- Ensuring technology is available and working correctly
- Providing technology training for staff
- Allocating instructionally appropriate technology

#### **PROVIDING SUPPORT FOR A SCHOOL'S GREATEST RESOURCE - IT'S TEACHERS**

Implementing professional learning options recognizes the importance of nurturing every staff member's need to grow. Professional learning opportunities can be conveyed in a variety of formats:

- Professional learning communities
- Lesson studies
- Peer coaching
- Mentoring
- Action research
- Study groups
- Professional book talks
- Conversations about student work

Often, effective leaders use a variety of approaches customized to individual needs.