

## DR. SASIE

### Skill-Set

#### **Planning**

90/100 Day Action/Entry Plans  
Scheduling  
Program/School Improvement Plans  
Grant and Proposal Preparation  
Crisis Prevention  
Committee Development  
Retreats  
Research  
Agenda Preparation

#### **Administration**

Staff Evaluations  
Explicit Feedback  
Professional Growth Plans  
Recruitment  
Interviewing/Hiring  
Recommendations  
Mentoring  
Negotiations  
Policy and Procedure Development  
Handbook Development  
Compliance  
Records Management  
Documentation  
Newsletters

#### **Leadership**

Leading Staff Size up to 100  
Leading Student Size up to 500  
Shared Decision Making  
Collaboration  
Goal Setting for All People  
Oral and Written Communication  
Presentations/Public Speaking  
Maximizing Resources  
Organization  
Visibility/Transparency  
Accountability  
Follow-Up  
High Expectations  
Effective Strategies  
Coordination of Multiple Projects

#### **Curriculum, Instruction,**

#### **Assessment**

Data Collection  
Data Teams  
Data Walls  
Data Analysis  
Backwards Design  
Alignment of Learning Standards  
Curriculum Mapping  
Vertical Alignment of Curriculum  
Pre and Post Test Development  
Rubric Development  
Complexity Variation

#### **Professional**

#### **Development**

Team Building/Training  
Differentiated Prof. Development  
Book Study Facilitation  
New Staff Orientation and Support

#### **Climate/Culture**

Needs Assessment  
Walkthroughs  
Student and Adult Recognition  
Relationship Building  
Character Education/PBIS

#### **Family and Community**

Focus Groups  
Parental Involvement/Training/Supports  
Community Engagement  
Business Partnerships

#### **Education Support**

Administrative Tasks  
Technology  
Tutoring Programs  
Response to Intervention  
Compelling Conversations  
ACUITY/eVAluate  
Electronic Portfolios  
Individual Plans