



## New Principal

## Your First Faculty Meeting

### **Top 9 List of things to do before your first faculty meeting:**

9. Topic/items to cover in meeting (more about this later)
8. Organization of materials and handouts – consider a packet
7. Presentation of materials and handouts – visually pleasing, easy to read
6. Location of meeting – a classroom?
5. Seating arrangements – break up cliques or negative groups
4. Food/Drink arrangements
3. Your presentation – practice if you are nervous
2. Prepare, prepare, prepare
1. Smile, have fun, exude energy and BE POSITIVE!

### **More about the content of your meeting:**

The content of this faculty meeting has the potential to set the tone for your entire school year. How you facilitate faculty meetings and choose the topics and define your Principalship and who you are in this role. In addition, faculty meetings are a consistent opportunity throughout the school year to explain, emphasize and monitor your priorities. It is imperative to make faculty meetings, especially the first meeting of the school year, a worthwhile and professional endeavor for your teachers and support staff, and for you to be organized and prepared for every meeting.

### **DO's:**

- Tell your faculty about yourself, your education, family, hobbies, etc.
- Acknowledge accomplishments that your faculty achieved over the summer. Someone might have earned his/her Master's degree, gotten married, had a baby, taken a challenging course at a university, attended a valuable workshop, run a marathon, or participated in some other professional development activity.
- Have a specific agenda *that is followed*.
- Consider an "ice breaker" activity, such as identifying your faculty's alma maters.
- Share your priorities, goals and/or school improvement plan for the school year with your faculty.
- Describe your leadership style, the best method to communicate with you during the school day, your strengths, and your expectations for your faculty and students.
- Ask for items you need and give a hard deadline, such as classroom management plans, schedules, or additional classroom needs.

- Go over basic routines and procedures – new teachers should have already been over small details in their induction meetings.
- Consider “guest” speakers who may have pertinent updates such as your tech person, union rep, bookkeeper, etc. Address their brevity ahead of time.
- Establish communication early and often.
- Go over any changes in the handbook if needed. Any new mandates?
- Evaluation procedures – brief overview.
- BE YOUR SCHOOL’S INSTRUCTIONAL/LEARNING LEADER – the faculty meeting is your time to demonstrate your leadership skills, gain the confidence of your faculty, monitor student learning and achievement and emphasize your priorities.
- *“What gets monitored gets done!”*

**AVOID:**

- A “nuts and bolts” / laundry list / housekeeping agenda, or at least keep this to a minimum. This can be a necessary part of your first faculty meeting, but consider just going over changes or new procedures instead of reviewing routines that have been in place for years.
- Reading handouts to your faculty.
- Getting sidetracked and away from your agenda.
- ANY negative comments.
- The perils and pitfalls of answering questions from negative staff members – stick to your agenda!