

SUPER SUPERVISORY SKILLS: A YEAR-LONG TUTORIAL

10 months of themes, quotes, supervisory tools, and simple culture-building practices to enhance and enrich your work as a special education administrator.

How it Works:

Quotes! Share them to inspire, provoke, excite, pique, and spark discussions.

Here is your monthly theme. Use it to guide what you talk about with staff this month.

September

GETTING ORGANIZED

8th International Literacy Day

11th National Day of Service and Remembrance

19th Talk Like a Pirate Day

21st International Day of Peace

"Three Rules of Work:
Out of clutter find simplicity; From discord find harmony; In the middle of difficulty lies opportunity." ~ Albert Einstein

"Organizing is what you do before you do something, so that when you do it, it is not all mixed up." ~ A.A. Milne

Supervision

✓ **PACE SLP SELF-REFLECTION TOOL** is designed to assist an SLP in determining strengths and opportunity for further professional development. Find it here: bit.ly/PACESelfReflection

✓ **SET OCTOBER MEETING DATES**

Culture Building

★ Start a weekly email to all of your staff. Make it simple and to the point — key dates, important info in a bulleted list, and something fun!

★ Share something related to the monthly theme (*getting organized*) as well.

Look here for fun holidays to celebrate each month.

This section has a month-by-month plan and tools for supervising SLPs and other special ed staff.

Look here for something new to try every month that will help you build positive staff culture among your team.

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October

TEAM BUILDING

- 1st** *International Coffee Day*
- 5th** *World Teacher's Day*
- 11th** *International Day of the Girl*
- 31st** *Halloween*

"The achievements of an organization are the results of the combined effort of each individual." ~ Vince Lombardi

"Alone we can do so little, together we can do so much." ~ Helen Keller

"None of us is as smart as all of us." ~ Ken Blanchard

Supervision

- ✓ **MEET WITH SLPS TO REVIEW SELF-REFLECTION**
- ✓ **SET PROFESSIONAL GOALS FOR THE YEAR**
- ✓ **SET 1ST OBSERVATION DATES**

Culture Building

- ★ Use a staff poll to gather feedback on preferred meeting times, favorite snacks, upcoming PD, favorite coffee, or anything else!

November

GRATITUDE

4th Daylight Saving Time

12th Veterans Day

20th Universal Children's Day

22nd Thanksgiving



"I would maintain that thanks are the highest form of thought; and that gratitude is happiness doubled by wonder." ~ G.K. Chesterton

"The way to develop the best that is in a person is by appreciation and encouragement." ~ Charles Schwab

"The deepest craving of human nature is the need to be appreciated." ~ William James

Supervision



CONDUCT FIRST OBSERVATIONS

<http://bit.ly/PACEObsForm>

Culture Building

- ★ Recognize team members with hand written thank you notes or shout-outs in your weekly email.
- ★ Make gratitude part of your leadership practice.