

<b>How much time did you spend doing the following tasks in the last week?</b>	<b>Time/ Minutes</b>	<b>Comments</b>
Observing in classrooms		
Interpreting assessment scores with teachers		
Leading or attending meetings focused on instructional issues		
Ensuring a coordinated instructional program		
Being highly visible around the school		
Communicating high academic standards		
Ensuring class atmospheres are conducive to learning		