

# School Administrator's Checklist

Most of the administrative leadership takes place at the beginning of the school year. Implementing the following checklist will help the administrator properly promote the system for the entire year.

- ☐ 1. Read through the High Road™ Plus Teacher's Guide to be able to use models and recognize whether a teacher is implementing the program.
- ☐ 2. See that each classroom teacher has access to the High Road™ Plus Teacher's Guide and Classroom Teacher's responsibility list.
- ☐ 3. Send an informative letter about the High Road™ Plus Character Education Program to parents.
- ☐ 4. Involve all support staff in program and determine their responsibilities.
- ☐ 5. Provide funding source and budget for additional resources to be selected by media specialist and/or teachers.
- ☐ 6. Place standards posters in prominent places through the school.
- ☐ 7. Copy Office Problem Solver Sheets and use to help students solve problems.
- ☐ 8. Establish a system for filing completed problem solvers for easy reference.