



AWSP's Rules of the Road: Tips for Managing Professional and Legal Issues

1. Call or refer early, even when the situation is not clear. Early professional advice can save time, money and careers.
2. Don't assume the central office or superintendent understands the good work you do.
3. Develop your own public relations plan for different audiences (i.e. parents, teachers, staff, the community, etc.).
4. Prepare highlights or accomplishments to send to your supervisor as part of the evaluation process.
5. If inaccurate information is included in letters or evaluations, respond with a letter that just gives the facts.
6. Use climate surveys to your advantage! Run your own survey every two or three years using broad-based survey or accreditation elements.
7. If there are legitimate performance/evaluation concerns, address them with specific improvement plans.
8. Keep notes/timelines on district meetings and actions that impact your career.
9. If you are not feeling good about the job or your performance, consider alternatives.
10. Keep your professional files current.

STATE COMPONENTS

Elementary School Principals of Washington (ESPAW)
Association of Washington Middle Level Principals (AWMLP)
Washington Association of Secondary School Principals (WASSP)

NATIONAL COMPONENTS

National Association of Elementary School Principals (ESPAW)
National Association of Secondary School Principals (NASSP)