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*Principal Entry Plan*  
*January 2020-June 2020*  
*Zaheer Khan*  
*IIT Academy*

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## **Introduction**

I would like to take this opportunity to let you know that I am honored to have been chosen as your principal. It seems appropriate that in this transition we pause to assess where the school has been, where we are now, and what we see as our priorities in the future. As we begin this new journey together, I have established a formal Entry Plan which will allow me to listen to the many voices at our school, learn from you, and introduce myself.

This plan will extend over the next six months as I meet with and/or collect survey data from all stakeholders. It will include a shared set of priorities and plan for accomplishing them built with your input.

## **Goals**

1. To get to know all of the staff and students within IIT Academy quickly and in some depth, to get to know neighboring Islamic, private, and public schools' staff who interact and affect our school; and provide opportunities to meet with parents at informal gatherings.
2. To understand the history and norms of IIT Academy – the ways it has operated in the past and who does what, when, where and why to get tasks accomplished.
3. To establish priorities for IIT Academy based on a shared sense of its perceived strengths and weaknesses, opportunities and aspirations, as well as an action plan for the future.
4. To encourage our learners to have a balance between academics and personal interest. Through Film & Media, and Drama activities.

It is my sincere hope that you will join me in this collaborative entry process designed to unify us through common goals, to be achieved by a common plan, and motivated by a common belief: at IIT, we believe in helping every child grow to their full potential of becoming responsible citizens and lifelong learners! (IIT Academy Education for Virtuous Living)

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## Entry Plan Timeline

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Goal: to establish positive, productive relationships with all IIT Academy stakeholders in order to minimize the potential disruption caused by a change in administrative leadership.

I. Establish positive productive relationship with IIT staff members.

Action Plan	Timeline
Send email and introduction letter to all staff	January
Update website to include introductory letter and profile	January
Meet with faculty members and support staff	January
Meet with clerical staff, custodians and school counselor	January
Send a "Getting to know you" Google survey to faculty members	January
Facilitate PA day meetings and Professional Development WS	January/Ongoing
Review 2018-2019 Schoolwide Needs analysis Data, End of year Staff Reflections, Teacher Working Conditions Survey to assess the perceived strengths and needs of IIT	January
Sit-In Lesson Observation and one on one Conferences	January/Ongoing

II. Establish positive productive relationships with IIT Parent Community

Update the website to further strengthen the home-school connection	January/February
Maintain website updates and information	Ongoing
Meet with SHCC Members and set goals	January/Ongoing
Send out a Survey	January
Arrange meetings with community partners	February/Ongoing
Arrange a meet and greet for parents 2 on campus	February/
Create opportunity for parent involvement/volunteer	February/Ongoing
Organize/Facilitate Workshops	March
Establish a standard and continuous Teacher-Parent communication process	February/Ongoing

III. Establish positive and productive relationships with the Student Body

Greet and welcome students at Assembly	January
Introductory walk-through on first day	January
Visit classrooms daily	Ongoing
Converse with students at 'Breakfast with the Principal'	Ongoing
Be a strong presence before school, in the halls, and in the Gym	Ongoing
Create leadership/student-led opportunities	Ongoing