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As an assistant principal, being visible is a best practice. Visibility comes in the form of being present, accessible and approachable. As I strive to hone the skill of visibility, I utilize several tools.

As administrators, we all know how easy it is to become consumed with paperwork. My answer to that is a mobile office. I repurposed an old AV cart and added a battery to power my computer. It lets me the ability to be in the hallways, among the students and staff. It also gives me more flexibility to complete walkthroughs and observations. To stay connected to the office, I have my calls forwarded to my cell phone and outbound calls are made from Google Voice.

I also use a scheduling app (Schedule Once) integrated through Google Calendar to schedule appointments, classroom observations, and monthly teacher IDP meetings, which alleviates playing calendar tag. Staff can go to my scheduling link which offers options like a quick 15-minute meeting and scheduling full class observations. We also use online collaborative workspaces that allow for staff to share professional resources or serves as a place for teacher observations to be uploaded online giving the teacher immediate feedback and an opportunity to respond in real time.

Visibility is not just for staff. It is important to be visible for students, parents and the community. I am outside—rain, snow, sleet or shine—greeting students as they arrive at school. Being present in the halls and in the cafeteria has allowed the relationships I foster with my kids to grow. I believe my kids know that I love them because in discussing what it means to have a close-knit community, they understand brotherly love, or philiias.

To ensure that parents are able to reach me, I list my Google Voice phone number on my business card. This allows me to screen the calls when they come after hours so I can determine the urgency. The school should be a safe haven for our families. We have to be accessible to them, even when the school day is over. Being visible means that I am available. I am an educator all day, every day. The kids at my school are my tribe. I serve them by being visible, approachable and accessible.