



Executive Summary

Inside the School series: *Leading the Way: A Guide to Administration*

Congratulations. You're the superintendent, principal, assistant principal, head of your district or department. You're responsible for hundreds, maybe thousands of students, faculty and community stakeholders. Now what?

You are qualified. You've earned your credentials and you've paid your dues in the classroom. The school board, your peers, students, community members and the students' parents respect you. However, other than the person who sat in your desk before you, who can confidentially prepare you for the many hats you have to wear? There is no plain language and practical guide to running a district on your bookshelf.

Inside the School has developed a package of resources to assist you with your many duties. Communicating with the community, student discipline, hiring faculty and dealing with budgets all fall into your realm of responsibility.

***Leading the Way: A Guide to Administration* is a comprehensive review for all administrators!**

Created for superintendents, assistant superintendents, principals, vice principals, executive directors, teacher leaders and anyone involved in top-level decision making. It's content-rich, convenient, and affordable.

Leading the Way: A Guide to Administration will help you:

- Keep the communication lines open between community members and parents
- Effectively discipline students while involving all parties
- Learn ways to work with your budget to retain your best teachers
- Implement programs to help new teachers acclimate to your school
- Learn tips to avoid teacher burnout that you can share with your faculty and staff
- And More!

Delivered on CD, each seminar in the series lasts approximately one hour (except the bonus 20-Minute Trainer CD), and features a blend of video and PowerPoint. Each seminar also includes transcripts and reproducible handouts. Your entire district can use these resources for years to come and you can review the material as it becomes timely.

Led by experts in education, some who are former principals and superintendents themselves, the resources provide an in-depth look at some of the most critical topics impacting school district leaders.

Seminar #1: Communicating with Parents and Community Stakeholders

- Understand the importance of parent involvement at all levels
- Know the difference between inclusion and involvement
- Know ways to provide timely information to parents
- Apply techniques to bring families, area businesses and students together
- Build trust with community stakeholders
- Identify school district stakeholders

Seminar #2 Dealing with Student Discipline

- Explain why their school-wide discipline policy should be part of the school culture for everyone, not just for students who get into trouble
- Identify and resolve points of conflict between teachers and principals regarding the application of the school discipline code
- Address problems of inconsistency in applying school rules
- Identify the “circle of discipline” a principal should use when dealing with a student who has been removed from the classroom
- Develop a plan for including teachers, principals, students and parents for a periodic review of the discipline program

Seminar #3 Strategies to Improve Teacher Hiring

- How to write a job advertisement that is "truth in advertising"
- How to take the skills listed in the job advertisement and turn them into behavior based interviewing style questions
- How to complete the steps for writing the behavior-based interview questions
- How to use 4-5 questions for the preliminary phone and job fair questions
- How to use behavior based interviewing questions in the all important on site interview
- How to create an interview evaluation instrument and/or rubric
- Training in illegal questions that cannot be asked
- How to make the final hiring decision
- How to use interviewing as a recruitment tool for your district

Seminar #4 Ways to Retain Teachers When Budgets are Tight

- Learn how to understand the need for hiring new teachers who are the right match for the job opening
- Learn how to see the value of induction programs for increasing the retention of new hires
- Provide supervision that is collegial and helps the new hire
- Learn how to establish professional learning communities that allow new teachers to study common classroom issues with other teachers
- Know how to set a businesslike tone in the workplace
- Personalize administrator support of new teachers
- Be able to plan professional development opportunities that are effective and reasonably price
- Know how to provide teachers with leadership opportunities in the school and district

Seminar #5 Helping Beginning Teachers Succeed: 5 Strategies for Induction

- Create orientation programs for new hires
- Organize ongoing support seminars for new teachers that take place throughout the first year
- Know what makes orientation and ongoing seminars work and know what hot topics to include to help new teachers
- Plan a mentoring program that pairs new hires with experienced teachers
- Plan the training needed for the mentors
- Plan book studies and other small group professional learning communities for new teachers
- Plan for social events and networking that help new teachers get established

- Evaluate and assess the teacher induction programming

***BONUS*: 20-Minute Trainer: How Can I Prevent Emotional Exhaustion?**

- Better ground your daily practice and relationships in the sustaining and empowering energy that drew you towards teaching in the first place
- Think more broadly about your energy levels
- Identify areas of your profession that are the most "energy-giving"

About the Presenters:

Vera J. Blake, Ph.D. is a retired principal and author. A graduate of St. Paul's College (B.S.), the University of Virginia (M.Ed) and Vanderbilt University (Ed.D), Blake was the 2000 Virginia Middle School Principal of the Year, the 1999 Fairfax County Principal of the Year, and a 2000 Washington Post Distinguished Educational Leader.

Currently, Blake is working as a school improvement coach/consultant in several school districts across the nation and the U.S. Virgin Island Public Schools. She maintains a professional interest in curriculum supervision and in middle and high school levels of teacher and administrator preparation.

Mary C. Clement is a professor of teacher education at Berry College in Georgia. She is the author of seven books, including *How to Interview, Hire, and Retain High-Quality New Teachers* and *Building the Best Faculty*. She has presented on the topic of teacher hiring at national ASCD, NAESP, Kappa Delta Pi, and Phi Delta Kappa conferences. A high school foreign language teacher for eight years, Clement received her doctorate from the University of Illinois at Urbana-Champaign before entering higher education.

Suzanne Tingley began her career in education by teaching English in Paraguay, South America as a Peace Corps Volunteer. She is a former high school and middle school English teacher, Department Chair, Academic Dean, principal and superintendent with experience in private and public schools.

She is an adjunct professor for the State University of New York in the Department of Education Administration. She is an "Outstanding Administrator Award" recipient, given by the New York State School Library Association. In 2007 she was named a "Woman of Distinction" by the New York State Senate. She has taught many workshops and seminars and has authored books and articles on various educational subjects.

She holds a BA from The Ohio State University and an MS from the State University of New York at Oswego.

Nathan Eklund, M.Ed. is Search Institute's Senior Education Consultant. In this capacity Eklund works with schools nationwide in implementing strength-based strategies and in professional development efforts to improve school and staff climates. Prior to his present role, Eklund taught high school English for twelve years and was head coach of the boys' soccer team.

Eklund holds a Bachelor of Arts in English from St. Olaf College and a Masters of Education from the College of St. Scholastica. Eklund is an author, consultant and a national keynote speaker around educational themes.

Have practical training at your fingertips.

Administrators put in long days juggling many tasks. They raise their families in the stadium's bleachers and the auditorium's seats. Who has time to work in professional development? Attending conferences is time consuming and the reward is a stack of phone messages, a full e-mail in box, and a line of teachers outside the office door. Working with a consultant stretches an already tight budget.

Leading the Way: A Guide to Administration will allow you to view the presentations on your schedule and as many times as you'd like.

Cost:

The entire ***Leading the Way: A Guide to Administration*** package costs **\$899**, and as with all of our products . . . shipping is free. The package is ideal for training new administrators and giving existing ones fresh ideas. You'll have the material for years to come and you can share it with your entire district.

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