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## School Improvement Plan and Budget Development

Monitoring the Use of Financial Resources  
Procedures for Monitoring; Budget Codification; Evaluating the Management of Financial Resources; Evaluation of Financial Resource Utilization; Summary; Follow-Up Activities; References; Suggested Readings; 4 The Allocation of Human Resources: Staffing for Educational Purposes; Staffing the School for Educational Purposes; Human Resources Planning; An Operational Procedural Model for Planning; Forecasting Personnel Needs; Position Analysis and Position Descriptions; Contents of a Position Analysis; Recruitment of Human Resources

An Operational Model for the Recruitment Process  
The Employment Application-Data Gathering During the Recruitment Process; Professional Philosophy and Personal Development Information; The Recruitment Interview; The Evaluation of Applicants-Paper Screening; Selection of Personnel; Operations Model for Personnel Selection; The Interview; The Behavioral Interview; Talent Attraction and Selection System Interview; Videotaped Interviews; The Group Interview; The Structured Interview; The Interview Report form; Summary; Follow-Up Activities; References; Suggested Readings

5 The Allocation of Human Resources: Effective Staff Utilization  
The Staff Orientation Process; Staff Orientation Defined; Purposes of Staff Orientation; Guiding Principles for Orientation Practices; Orientation Process Operational Model; Problems of Beginning Teachers; The Assignment of Personnel; Responsibilities of the School Principal; Assessment of School Climate; How School Climate Can Be Improved; The Principal at Work; Human Resources Allocation and Teacher Load; Strategies for Determining the Load of Teachers in the School; Formulas for Teacher Load Measurement

Planning and Organizing an Effective Program of Staff Development

### Sommario/riassunto

This book shows you how your school can maintain its high standards despite financial obstacles. It shows you how to investigate various types and sources of money available to your school; monitor the use of scarce school resources; develop a school improvement plan which incorporates financial needs; and recruit, assign, and develop teachers and staff for maximum effectiveness.