

1. Record Nr.	UNINA9910464193803321
Autore	Norton M. Scott
Titolo	Resource allocation : managing money and people / / by M. Scott Norton, Larry K. Kelly
Pubbl/distr/stampa	New York : , : Routledge, , 2013
ISBN	1-317-92092-9 1-317-92093-7 1-315-85318-3
Descrizione fisica	1 online resource (185 p.)
Collana	The School Leadership Library
Altri autori (Persone)	KellyLarry K. <1936->
Disciplina	371.2/00973 371.200973
Soggetti	School management and organization - United States School personnel management - United States Public schools - United States - Business management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"First published 1997 by Eye On Education"--T.p. verso.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	Cover; Title Page; Copyright Page; Preface; Table of Contents; 1 Financing the School Program; A Philosophy and Belief System; Resources Available to the Principal; Types and Sources of Financial Resources; Local and Non-Local Funds; Competitive Grants; Foundation Funds; School Business Partnerships Funds; Student Activity Funds; Facility Rental Funds; Forces Impacting on the Allocation of Funds to the School; Forces Impacting the Utilization of Financial Resources; Federal and State Grants; Employee Agreements or Contracts; Case Law; State and Federal Statute; Organizational Restrictions Missions, Goals, and Objectives of the School and/or DistrictSummary; Follow-Up Activities; References; Suggested Readings; 2 Determining Needs, Budgets, and the Allocation of Financial Resources; Assessing Conditions, Determining Needs, and Identifying Resources; Incorporating Financial Resource Needs Into the School Improvement Plan; Summary; Follow-Up Activities; References; Suggested Readings; 3 Managing and Controlling the Use of Financial Resources; Managing Financial Resources; The School Budget; The Budget Calendar; The

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.
