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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.
