1. Record Nr. UNINA9910816080003321 Autore Glanz Jeffrey **Titolo** What every principal should know about operational leadership // Jeffrey Glanz; cover designer, Rose Storey Thousand Oaks, California: .: Corwin Press, . 2006 Pubbl/distr/stampa ©2006 **ISBN** 1-4833-6380-5 Descrizione fisica 1 online resource (201 p.) Collana What every principal should know about leadership Disciplina 371.2012 Soggetti School management and organization School principals Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Note generali Description based upon print version of record. Nota di bibliografia Includes bibliographical references and index. ""Cover""; ""Contents""; ""Dedication""; ""Acknowledgments""; ""About Nota di contenuto the Author""; ""Questionnaire: Before We Get Started . . . ""; ""Chapter 1 -Introduction"": ""Case Study and Reflective Questions"": ""Chapter 2 -Best Practices in Getting Organized""; ""Eight Organizational Tips""; ""Preparing the Schedule""; ""Managing Time""; ""Conclusion""; ""Chapter 3 - Best Practices in Managing Facilities""; ""Coordinating Safety and Security""; ""Overseeing the Cafeteria""; ""Working with the Custodian""; ""Conducting a Facilities Evaluation""; ""Conclusion"" ""Chapter 4 - Best Practice in School Finance and Handling the Budget"""Fiscal Fitness""; ""Conclusion""; ""Chapter 5 - Best Practices in Human Resources Management""; ""Recruiting, Inducting, and Retaining Good Teachers""; ""Evaluating Personnel and Programs""; ""Working with the Union""; ""Dealing with Conflict""; ""Working with Your Assistant Principal""; ""Attending to Legal Mandates""; ""Promoting in-Classroom and Schoolwide Positive Student Behavior""; ""Conclusion""; ""Chapter 6 - Best Practices in Communicating Effectively"; ""Develop Listening Skills""; ""Communication Techniques"" ""Avoid Barriers to Communication""""Using Assertion Messages""; ""Keila€?s Six Essential Questions for Communicating for Results"";

""Simon and Newmana€?s Five Suggestions for Enhancing

Communication""; ""Using E-mail""; ""Running Effective Meetings""; ""Conclusion""; ""Chapter 7 - Best Practices in Personal Management";

""Dealing with Stress""; ""Striving for Personal Renewal""; ""Conclusion""; ""Conclusion: Making Operational Leadership a Reality""; ""Resource A. Realities of Operational Leadership: In-Basket Simulations""; ""Resource B. Assessing Your Role in Operational Leadership""
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Sommario/riassunto

>Filled with best practice examples, resources, reflections, self-assessments, and implementation ideas, this guide shows school leaders how to improve their school management skills.