

1. Record Nr.	UNINA9910829064403321
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Titolo	Launching your first principalship : a guide for beginning principals // Barbara L. Brock, Marilyn L. Grady ; cover designer, Michael Dubowe
Pubbl/distr/stampa	Thousand Oaks, California : , : Corwin Press, , 2004 ©2004
ISBN	1-4833-6084-9 1-4833-6303-1
Descrizione fisica	1 online resource (161 p.)
Disciplina	371.2/012
Soggetti	First year school principals - United States School management and organization - United States
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.
Nota di contenuto	Cover; Contents; Introduction; Acknowledgments; About the Authors; Chapter 1 - You've Got the Job; Embrace the Role; Clarify Roles, Expectations, and Responsibilities; What Kind of Leader Will You Be?; Find a Leadership Model; Look Like a Leader; Make Good Decisions; Interact with People; Share Information; Know Who You are; Lead with Your Strengths; Know what You Stand for; Act with Deliberation; Be a Visionary Leader; Assume a Calm, Confident Demeanor; Be Proactive; Remain Focused; Get Out of Your Office; Act with Integrity, Fairness, and Ethics; Expect Personal Change; Sadness; Loneliness Expect Relationships to Change Loss of Camaraderie; Changed Friendships; Finding Support; Hang on!; The Principal's Key; Chapter 2 - Get Acquainted: The People, the Place, the Culture; The People; Identify Expectations; Compatibility of Expectations; Get Acquainted; Avoid Hasty Promises; Make Friends with the Office Staff; Make the Custodian Your Ally; Match Names and Faces; Meet the Teachers; Include the Auxiliary Staff; Meet the Parents; Remember Volunteers and Student Teachers; Students; Change Brings Anxiety; Examine Lingering Baggage; Examine the School's Context; The Community; The Place School Culture Establish Trust; The Principal's Key; Chapter 3 - Beginning and Ending Your School Year; Beginning the School Year; The Importance of Planning; Assume Nothing; Create a Checklist; The

School Calendar; Important Letters; New Teachers; Faculty in-Service; Greeting the Students; Meeting the Parents; Planning for Public Relations; Share the Good News; Obtain Feedback; A Checklist for Next Year; The End of the Year; Events; Appreciation; Performance Evaluations; Summer Activities; Maintenance and Cleaning; Instructional Materials; Planning Ahead; Last Faculty Day; The Principal's Key

Chapter 4 - Learn to Communicate Understand the Communication System; Know Your Audience; Organize Yourself; Make Personal Communication a Priority; Communicate with Constituents: The Superintendent and Staff; The Superintendent; District Staff; Communicate with School Personnel; Building Understanding; Keeping Teachers Informed; When Staff Share Personal Problems; Communicate with Students; Communicate with Parents; The Principal's Key; Chapter 5 - Maximize Staff Potential; Communicate Expectations; Clearly State Expectations; Model Expectations; Provide Personal Attention Identify Individual Needs, Talents, and Potential Assign Responsibilities for Which Employees Have Been Trained; Recognize and Praise Accomplishments; Delegate; Share Decision Making; Encourage and Facilitate Professional Development; Sustain Staff Morale; Share Your Expectations; Be Equitable; Be Consistent; Be Flexible and Understanding; Keep Your Cool; Be Visible; Praise Accomplishments; Let Each Person Know; Place Teachers Where They Shine; Forgive and Forget; Insist on Respect; Be Supportive; Trust; Supervision and Evaluation; Supervision by Wandering; Ignoring Behavior Condone it Dealing with Difficult Teachers

Sommario/riassunto

Effectively hone your leadership skills, reduce stress, manage time and staff, and resolve conflicts with these confidence-boosting tips and tools.
