

# Leadership Institute

developed by New Teacher Center



presented by ACSA



The institute draws on the expertise of experienced site administrators and is comprised of ten sessions that focus on the skills to manage and lead schools in today's standards based systems.

Participants will develop an understanding of the tasks, skills and processes necessary for successful school leadership. In addition participants will be provided with a variety of tools to assist them in the implementation of effective leadership practices on the job.

Each session includes current readings in education, interactive practice using management and leadership tools and time to plan the implementation of new knowledge and skills.

## Module 1—Culture and Climate

- Working in a standards-based system
- Understanding school culture and climate
- Navigating the first days on the job
- Assessing school culture and climate
- Using history to shape future work
- Preparing for first meetings
- Establishing relationships

## Module 2—Professional Learning Communities

- Defining Professional Learning Communities and their use
- Determining the need for a PLC
- Identifying the conditions necessary for success
- Utilizing the Cycle of Continuous Improvement as an integral part of a PLC
- Understanding the theory and practical applications of an effective PLC

## Module 3—Time Management and Delegation

- Recognizing the barriers to effective time management
- Understanding Covey's Four Quadrants as a means of maximizing time management
- Using Delegation and Work Flow to effectively manage responsibilities
- Managing your daily, weekly and monthly calendar

## Module 4—Decision Making

- Understanding the different levels of decision-making
- Implementing effective decision making strategies
- Utilizing differentiated strategies for a variety of meeting purposes

## Module 5—Meeting Facilitation

- Assessing meetings in your work place
- Designing successful meetings
- Using powerful facilitation strategies
- Handling disruptive meeting behavior
- Assessing meetings

## Module 6—Using Data

- Understanding the types and uses of data
- Analyzing participants' current understanding and use of site level data
- Implementing data-driven decision-making
- Planning for site use of data

## Module 7—Supervision: Formative Assessment

## Module 8—Evaluation: Summative Assessment

*These two interconnected modules are presented in two consecutive sessions.*

- Understanding formative and summative Processes
- Defining the differences, roles and responsibilities between supervision and evaluation
- Using Standards-based supervision and evaluation practices
- Distinguishing formal processes from informal processes
- Using Quick Visit walk-through strategy
- Using feedback to shape improved classroom practices
- Writing summative evaluations that make a difference

## Module 9—Vision and Leadership Style

- Defining and understanding vision and its role in on going school improvement efforts
- Creating a shared vision
- Understanding leadership style and its role in building successful leadership experiences
- Examining emotional Intelligence as a tool to professional and personal success

## Module 10—Recruitment, Staffing and Working with New Teachers

- Linking recruitment, staffing and working with new teachers to school improvement efforts
- Scheduling new teacher support that makes a difference
- Interviewing and selecting the right candidates
- Providing orientation for retention of the best candidates
- Focusing on supporting new teachers