

Leadership Institute: For New, Experienced and Aspiring School Leaders

A series of ten half-day sessions that focus on the management, leadership skills, knowledge and processes necessary for school site administrators to succeed as instructional leaders in today's standard-based systems.

Sessions include:

- An examination of current literature on the session topic
- Interactive practice using management and leadership tools
- Time to plan for 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—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 3—Meeting Facilitation

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

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—Supervision: Formative Assessment and Module 6—Evaluation: Summative Assessment

These interconnected modules are best offered in separate sessions, allowing time for participants to practice supervision activities before going onto the evaluation module.

- 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

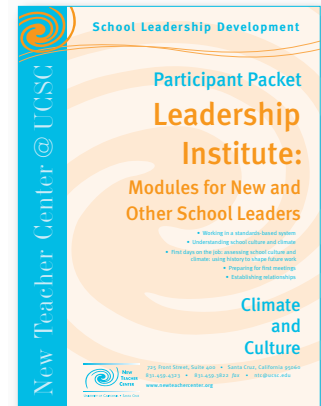
Module 7—Using Data

- Understanding 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

Leadership Institute Delivery Options

1. Direct delivery of Leadership Institute sessions by New Teacher Center staff.
2. A licensing agreement for use of Leadership Institute materials for client delivery. Please see other side for more info on this option.

Please contact sld@newteachercenter.org



Module 8—Professional Learning Communities

- Defining professional learning communities and their function as part of school culture
- 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 9—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

Module 10—Vision and Leadership Style

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