

## **The Administrators Guide To School Community Relations 2nd Edition**

The School Administrator's Guide to Blogging  
The Principal's Guide to School Budgeting  
New Teacher Orientation  
Beginning the Assistant Principals  
The Principal's Quick-Reference Guide to School Law  
The School Administrator's Guide to the EPS/NSBA Policy Development System  
The School Law Handbook  
The Leader in Me  
The Principal 50  
Create a Growth Mindset School  
Contract Administration  
Guide for School Administrators  
School Leader's Guide to Tackling Attendance Challenges  
Where Teachers Thrive  
An Administrator's Guide to Online Education  
Middle Leadership in Schools  
Excellence Through Equity  
School-Community Relations  
An Educational Leader's Guide to Curriculum Mapping  
The School Administrator's Guide for Supporting Students from Military Families  
The Administrator's Guide to School-Community Relations  
The Teacher & The Admin  
The IACUC Administrator's Guide to Animal Program Management  
How to Market Your School  
The Educator's Guide to LGBT+ Inclusion  
Planning for Technology  
A Principal's Guide to Special Education (3rd Edition)  
Administrator's Guide to School Construction, Remodeling, and Maintenance  
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Administrator's Guide to Student Achievement & Higher Test Scores  
Gardening in the Minefield

### **The School Administrator's Guide to Blogging**

The only way the education system can transform is to work together. Teachers and Administrators must work in a partnership to make lasting changes to a system that has historically been slow to evolve. *The Teacher* (Gary Armida) and the Admin (Dr. Kris Felicello) give the blueprint to this partnership to make schools better for kids.

### **The Principal's Guide to School Budgeting**

#### **New Teacher Orientation**

An Administrator's Guide to Online Education is an essential resource for the higher education administrator. Unlike most books regarding online education, this book is not about teaching; it is about effectively administrating an online education program. Grounded in existing distance education theory, and drawing from best practices, current research, and an extensive review of current literature, *An Administrator's Guide to Online Education* systematically identifies and discusses seven key issues that affect the practice of online education today: leadership and strategic planning, policy and operation, faculty, online student

services, online student success, technology and the courseware management system, and finally marketing. Throughout the text, the authors provide case studies, examples, policies, and resources from actual institutions, which further enhance the value of this text. An Administrator's Guide to Online Education, encompasses the issues and provides information on how to accomplish one specific task: successful online education administration.

## **Beginning the Assistant Principalship**

Stay a step ahead of technological change so that every student can flourish! Students and classrooms are growing more technologically savvy every semester, and falling behind is not an option. This new edition of an essential text shows educational leaders how to equip their students for the future, with updates such as: Digital developments of the past decade that school leaders must address New content covering the Common Core, distributed leadership, adult learning theory, digital citizenship, cybersecurity, cloud computing, and more A new chapter on creating a "culture of technology" that goes beyond mere user manuals to create responsible, tech-savvy students

## **The Principal's Quick-Reference Guide to School Law**

The go-to legal resource for principals, fully updated! How often does a potential legal issue arise at your school? Now in an expanded third edition, this trusted resource provides clear and helpful guidance from a team of respected school-law experts. Substantive new information shows principals how to: Address student use and misuse of technology, on and off campus Avoid the pitfalls of zero-tolerance discipline policies Lead school safety and violence prevention, including collaboration with school resource officers and other personnel Prevent and respond to bullying incidents Stay current with special education requirements Ensure that employment and evaluation practices reflect the law

## **The School Administrator's Guide to the EPS/NSBA Policy Development System**

This "how-to" resource gives K-12 school principals and other supervisory personnel a comprehensive action plan for improving teaching, student achievement, and student test scores. Step-by-step, the author shows the reader all aspects of teaching standards that make students achieve and be successful, how to organize professional development that impacts school achievement, and how to match the curriculum to student achievement. Included are over 80 full-page forms, checklists and handouts that can be used as is or readily adapted to fit the user's needs.

## **The School Law Handbook**

Accessible and practical, School-Community Relations, Fourth Edition provides aspiring educational leaders with the skills to establish strong systems for communicating with their various school constituencies and to improve public relations at all levels. This textbook uses real-life examples to illustrate the ways in

which administrators and school leaders can effectively engage and enlist partnerships with teachers, staff, students, parents, and community members. Case studies at the end of each chapter apply the strategies to realistic scenarios, and Questions for Analysis help readers engage critically with the material. Features of this newly revised edition include: Try This At Your School sections that offer insights into the ways in which actual educational leaders have fostered positive school-community relations. Updated information about public opinion, how parents view their local schools, and the current education climate. New strategies for utilizing social media to improve school-community relations and foster a positive school image.

## **The Leader in Me**

Principals and district administrators will learn ways to develop, sustain, monitor, and lead schools and districts striving for growth mindset learning environments. The book will include guidance in the areas of: growth mindset hiring, feedback, systemic professional learning, and ways to evaluate present processes and protocols through a growth mindset lens. Guidance and suggestions for embedding growth mindset learning through curriculum, instruction, and grading will also be included. Anticipated barriers for implementation will be discussed, as well as suggestions for addressing these barriers. Attributes of growth mindset leaders will also be presented in this guidebook for leading in a growth mindset district!

## **The Principal 50**

An essential handbook for educating students in the 21st century, since its initial publication *A Principal's Guide to Special Education* has provided guidance to school administrators seeking to meet the needs of students with disabilities. The third edition of this invaluable reference, updated in collaboration with and endorsed by the National Association of Elementary School Principals and the National Association of Secondary School Principals and incorporating the perspectives of both teachers and principals, addresses such current issues as teacher accountability and evaluation, instructional leadership, collaborative teaching and learning communities, discipline procedures for students with disabilities, and responding to students' special education needs within a standards-based environment.

## **Create a Growth Mindset School**

*Excellence Through Equity* is an inspiring look at how real-world educators are creating schools where all students are able to thrive. In these schools, educators understand that equity is not about treating all children the same. They are deeply committed to ensuring that each student receives what he or she individually needs to develop their full potential and succeed. To help educators with what can at times be a difficult and challenging journey, Blankstein and Noguera frame the book with five guiding principles of Courageous Leadership: Getting to your core Making organizational meaning Ensuring constancy and consistency of purpose Facing the facts and your fears Building sustainable relationships. They further emphasize that the practices are grounded in three important areas of research

that are too often disregarded: (1) child development, (2) neuroscience, and (3) environmental influences on child development and learning. You'll hear from Carol Corbett Burris, Michael Fullan, Marcus J. Newsome, Paul Reville, Susan Szachowicz, and other bold practitioners and visionary thinkers who share compelling and actionable ideas, strategies, and experiences for closing the achievement gap in your classrooms and school. Ensuring that all students receive an education that cultivates their talents and potential is in all our common interest. As Andy Hargreaves writes in the coda: "The opportunity for all Americans is to articulate and believe in an inspiring vision of educational change that is about what the next generation of America and Americans should become, not about a target or ranking that the nation should attain." From the Foreword by Archbishop Desmond Tutu: "Letting go of a system of winners and losers in favor of what is proposed in this book is a courageous leap forward that we all must take together. Let this bold, practical book be a guide; and may you travel into this new exciting vista, in which every child can succeed."

## **Contract Administration Guide for School Administrators**

## **School Leader's Guide to Tackling Attendance Challenges**

A parent objects to a curriculum that includes a unit on Greek gods, arguing that it violates the separation of church and state. As a teacher or administrator, how should you respond? This type of issue is one most educators will have to confront eventually, in addition to other hot-button issues such as zero-tolerance policies, drug and alcohol testing, and prayer in schools. The School Law Handbook is designed to enable educators to confront such issues with information, insight, and initiative. The issues are organized into five areas: the school environment, Constitutional issues, students, personnel, and accountability. Within each area are several chapters, each beginning with a realistic scenario followed by legal and practical analyses of the situation. Armed with this knowledge of the parameters governing each scenario, educators can more effectively manage their responses, asking and answering the key questions: \*What are the legal boundaries? \*What is the district policy related to this issue? \*What are the potential strategies for resolution? In this era of unparalleled public scrutiny, The School Law Handbook is essential reading for all school personnel. Bill Boshier is Executive Director of the Commonwealth Educational Policy Institute and Dean of the School of Education at Virginia Commonwealth University. Kate Kaminski is an attorney in the field of education law and the Director of Legal and Policy Services for the Virginia School Boards Association. Richard Vacca is Professor Emeritus and Senior Fellow of the Commonwealth Educational Policy Institute at Virginia Commonwealth University.

## **Where Teachers Thrive**

The IACUC Administrator's Guide to Animal Program Management supports IACUC administrators who assist with developing, managing, and overseeing a program of animal care and animal use. It provides many options and possibilities for specific operational practices (e.g., how to build a well-functioning IACUC, what a functional protocol template looks like) to satisfy regulatory requirements. The material

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provided is a compilation of several years of Best Practices (BP) meetings among IACUC administrators across the country. The BP meetings included representatives from the NIH/OLAW, AAALAC, and the USDA, whose presence and dialogue assured the BP discussion met or exceeded all regulatory or accreditation minimum standards. BP meeting attendees from private, public, governmental, and academic organizations have helped to shape and develop the information offered herein. It is through the insight of several hundred colleagues—their successes as well as their failures—that the authors have distilled suggestions and considerations for your local animal care and use program. This handbook complements other useful references and manuals regarding programmatic function—it is not intended to replace them. The primary difference you will find is the transparent and open nature of describing processes that have been time tested and proven to help you and your organization satisfy the regulatory requirements.

### **An Administrator's Guide to Online Education**

Includes a free subscription to a companion website. This book is not returnable if the shrink wrap is damaged or removed.

### **Middle Leadership in Schools**

Education

### **Excellence Through Equity**

Written for administrators who want to enhance their budgeting skills, this third edition incorporates new professional leadership standards and information about budgeting for technology enhancements.

### **School-Community Relations**

Strengthen family and community engagement to promote equity and increase student success! When schools, families, and communities collaborate and share responsibility for students' education, more students succeed in school. Based on 30 years of research and fieldwork, this fourth edition of a bestseller provides tools and guidelines to use to develop more effective and equitable programs of family and community engagement. Written by a team of well-known experts, this foundational text demonstrates a proven approach to implement and sustain inclusive, goal-oriented programs. Readers will find: Many examples and vignettes Rubrics and checklists for implementation of plans CD-ROM complete with slides and notes for workshop presentations

### **An Educational Leader's Guide to Curriculum Mapping**

Contemporary schools require far more than just "the three R's". Beyond the books and tests, educational facilities are expected to produce members of society with integrity, as well. Character education is an abstract idea that many educators, both teachers and administrators, have a difficult time implementing, and too often

it gets left out of the curriculum. How do school personnel, then, instill values of good character in students, and as an administrator, how do you spread these values to the entire school? DeRoche and Williams provide school leaders with an effective road map, touring schools that have achieved success. The authors divide the reader's journey through reform efforts into several "tour stops," beginning with a review of the character education framework, passing through subjects such as school climate, core values, training personnel, forming relationships, and concluding with guidelines for evaluation. Each "stop" contains a list of helpful articles or books, as well as valuable Internet resources. The conclusion of the journey is ultimately the responsibility of school leaders, but this book will give you a head start.

## **The School Administrator's Guide for Supporting Students from Military Families**

Is your school or district facing increased competition, diminishing resources, changing demographics, media scrutiny, and declining employee retention? "How to Market Your School" is a comprehensive guide that provides school administrators with the essential tools to create a positive public image; attract students, qualified personnel, and volunteers; and build community support through a strategic marketing effort. Author Johanna Lockhart draws on her extensive marketing and public relations experience to cover topics such as: School marketing: What it is and why it matters Developing a marketing strategy Marketing research and database marketing Marketing and electronic communication Media relations Building community partnerships Public relations and much more Although originally intended for public school administrators, "How to Market Your School" is equally valuable to private and charter schools. It will help principals, assistant principals, business managers, and district administrators apply the knowledge and tools used successfully in the private sector to organize, implement, and maintain an integrated marketing program to achieve their particular goals. Lockhart presents the fundamentals of integrated marketing in clear and concise terms and uses actual case studies to illustrate each aspect of successful school marketing.

## **The Administrator's Guide to School-Community Relations**

### **The Teacher & The Admin**

Resource Management for School Administrators is the only comprehensive book covering all school resources fiscal, facilities and human resources. Each chapter has objectives that are aligned with the new ELCC and ISLCC standards on accreditation. Many of the federal and various state policies and laws are included. Everything you need to know on managing school resources are covered: national and state perspectives, future challenges to funding public education, resource allocation, developing a school district budget, sources of revenue, accounting budgeting and reporting, financial statements, allocating resource for higher student performance, human resource, laws and policies, compensation, facilities and auxiliary services and safety and security Each chapter contains a

comprehensive case study and exercises for easy application. This practical book will be useful to all school leaders who are trying to improve their school resource management."

## **The IACUC Administrator's Guide to Animal Program Management**

The rates of bullying, truancy due to lack of safety in schools, and subsequent suicidality for LGBT+ youth are exponentially higher than for non-LGBT+ youth. As a result, many American K-12 students are suffering needlessly and many school leaders are unsure of what to do. This book solves that problem. Setting out best practices and professional guidance for creating LGBT+ inclusive learning in schools, this approachable and easy to follow book guides teachers, educators, administrators, and school staff toward appropriate and proven ways to create safer learning environments, update school policies, enhance curricula, and better support LGBT+ youth as they learn. Featuring real-life situations and scenarios, a glossary, and further resources, this book enables professionals in a variety of school roles to integrate foundational concepts into their everyday interactions with students, families, and staff to create an overall school culture that nurtures a welcoming, inclusive, and affirming environment for all. This book can be utilized by independent readers, department teams, and entire school district reading experiences. This book also includes brand new, never before seen postcards from PostSecret as its foreword and its afterword is written by James Leceane, co-founder of The Trevor Project. Also inside is the very first (and likely only ever) interview by the leaders of "Parents of Transgender Children," the world's largest support group of its kind. \*\*An audiobook version will become available in Spring 2020!

## **How to Market Your School**

A Foundation Text for Superintendent and Principal Eligibility Certification Programs

## **The Educator's Guide to LGBT+ Inclusion**

Establish your goals as an assistant principal! Beginning the Assistant Principalship provides excellent tools to navigate your way as a new administrator. Full of ideas, this valuable resource helps you ask yourself the important questions, find answers, and develop strong plans of action. Some significant topics to help you in your new job include: Building a platform Developing leadership skills Carrying out management skills Maintaining balance and perspective Knowing your job Using effective disagreement to your advantage Building your profile as a leader Listening, listening, then listening some more

## **Planning for Technology**

In Where Teachers Thrive, Susan Moore Johnson outlines an argument about the importance of the school environment in nurturing high-quality teaching.--

## **A Principal's Guide to Special Education (3rd Edition)**

An introduction to leadership draws on a program developed for an elementary school to show how to apply the principles of "The 7 Habits of Highly Effective People" to help everyone, including young children, identify and use their individual talents.

## **Administrator's Guide to School Construction, Remodeling, and Maintenance**

Developed for district leaders, curriculum directors, principals, and teacher leaders, this book shows how to lead a collaborative and sustainable curriculum mapping initiative.

## **School Administrator's Guide to the Fair Labor Standards Act**

"For students to be successful in school, they first have to be in school." With that simple statement, Jessica Sprick and Randy Sprick launch a compelling case for prioritizing student attendance. This comprehensive guide provides school and district-level administrators and teams with the background information, strategies, and tools needed to implement a multitiered approach to improving attendance and preventing chronic absence. The authors use the results of their work in schools throughout the United States to dispel the myth that educators have little control over student attendance and provide success stories from elementary and secondary schools that have reversed longstanding patterns of absenteeism. Citing extensive research, Sprick and Sprick share details about the shocking prevalence of chronic absence in U.S. schools and its effects on students, teachers, families, and the school community. They explain how to replace punitive approaches to absenteeism with effective methods that begin with universal supports and continue through Tier 2 and Tier 3 interventions for students with more persistent problems. Specifically, they explain how to Build an effective school team to address absenteeism . Create systems to collect accurate data and set priorities. Develop an attendance initiative that generates student enthusiasm as well as staff, parent, and community support. Design and implement strategies that are tailored to specific schoolwide concerns and demographics that reach all students. Equipped with the information and tools presented in this book, educators can ensure wise use of staff and other resources—and create a culture of attendance that is the foundation of successful schools. This book is a copublication of ASCD and Ancora Publishing.

## **Character Education**

The pressure is on. Principals, expected to improve math performance at their schools, often don't know where to begin—as they may be uncomfortable with math themselves or believe that their schools are already doing all that they can. How can K-12 school leaders recognize and ensure that their school or district is supporting good math instruction? Marian Small and Doug Duff provide the answer to that and other questions in *The School Leader's Guide to Building and Sustaining Math Success*. Drawing on their vast experience working with

administrators, Small and Duff provide practical advice and helpful tools for improving math instruction. They guide you through the initial steps of establishing a strong math culture, developing common tasks, and getting buy-in, and then offer specific suggestions for monitoring, supporting, and sustaining improvement. You'll learn what sort of data to collect, what to look for in the classroom, what to listen for in conversations with teachers and students, and how to deal with reluctant staff or parents. With its real-world examples and insights, this book is essential reading for any principal who wants to bring about positive change and real growth in the teaching and learning of math in their school.

## **School, Family, and Community Partnerships**

Middle leading refers to those teachers that both teach and have leadership roles, and thus can bridge the gap between the practices of learning and the management of schooling. Focusing on the practices of middle leaders, this book addresses the current lack of support and professional development for middle leaders in educational settings. Middle Leadership in Schools positions middle leaders as professional leaders, and an integral part of educational and professional development in schools and other educational institutions. Drawing on empirical research spanning four countries, this book provides readers with a conceptual framework to understand middle leading and shows how middle leading practices unfold in real educational contexts. This is a valuable resource that goes beyond a theoretical conversation about middle leaders to provide readers with practical applications based on extensive research undertaken by the authors. The book is divided into seven chapters, each of which include reflective discussion questions and recommended readings to promote collaborative engagement with the text. Chapters cover topics such as how middle leading is shaped in practice, its role in professional development and its impact on schools. Illustrating to middle leaders how they can develop their leadership skills, the book will also be of interest to school principals and other senior leaders as a guide to supporting their middle leaders.

## **Pennsylvania School Business**

The explosion of technology is changing the way people interact, and schools lag behind the rest of the society in connecting and interacting through technology. Stock discusses the benefits and barriers to blogging and provides tips on how school administrator's can blog successfully. This gem also provides examples from personal experience that provide a sense of real-life drama for the school leader who is an active blogger. The School Administrator's Guide to Blogging is a delightful, easy-to-read, jargon-free manual on how educational leaders can connect with their public and use blogging as another tool in their communication toolkit. Sprinkled with personal examples and insights, this book is an enjoyable read. Even technophobes will find it easy to understand!

## **Using Educational Research**

Knowing how to use educational research -- not just how to conduct research -- is a critical skill that every effective school administrator must master. This practical

guide arms practicing and preservice administrators with the information they need -- from background information on understanding and using educational research to applying principles in real academic settings. Throughout, the focus of *Using Educational Research: A School Administrator's Guide* is on showing administrators how to use research as a part of the decision-making process. The authors use case studies, real-world examples, and current research to illustrate the benefits of using educational research in decision making and problem solving.-from back cover.

## **Overcoming Burnout and Compassion Fatigue in Schools**

### **The Administrator's Guide to Federal Programs for English Learners**

"Why do I lead?" With this deceptively simple question, best-selling author Baruti K. Kafele begins a powerful examination of what it takes to make a school community achieve the greatest success in the classroom and beyond. In *The Principal 50: Critical Leadership Questions for Inspiring Schoolwide Excellence*, Kafele, a veteran school administrator, guides motivated school leaders through 50 self-reflection exercises designed to yield a deeper understanding of the meaning behind the work that they do. Along with many other insights, this book shows how best to

- Inspire and motivate students, teachers, and other school staff to approach their work with vigor and purpose;
- Ensure that all students, regardless of color, creed, or origin, are valued and represented in the school culture;
- Focus mission and vision statements to address students' most critical needs and integrate shared values and objectives into the fabric of the school; and
- Engage parents and other community members so that they feel a stake in the school's success.

Brimming with passion, written from the heart, and informed by hard-earned experience, this transformative book is essential reading for principals and other building-level administrators determined to reinvigorate their practice, revitalize their staff, and--most importantly--guarantee the strongest outcomes for students.

### **Resource Management for School Administrators**

This large collection of handy ideas features easy-to-use tools, comprehensive checklists, and sets of "Do's and Don'ts" advisories. It provides guidelines on how to conduct effective parent conferences, suggestions on how to recruit and work with volunteers, and other useful tips to help bring your school and your community closer together.

### **Preparing a Professional Portfolio**

While it is true that children from military families live unique and interesting lives, it is also true that they face many challenges and special circumstances that civilian children and families don't experience. These can include gaps in school attendance and learning due to frequent moves, being separated from a parent who has been deployed, and a sense of isolation in the midst of a civilian

community. This evidence-informed guide introduces school administrators to this population and offers tools to help them implement school-wide programs that will support military students learning. Written in an engaging style by experts in the field, this practical guide includes: Profiles of principals who have created welcoming school environments for military children and parents. Lessons learned from the Department of Defense Education Activity (DoDEA) schools. A chapter on using data to improve school culture for military students. A chapter on education policies that can improve circumstances for military children. Research highlighting how frequent school transitions and parental deployments affect the education of military children.

## **English Language Learners at School**

This book examines the cumulative effects of working with high trauma populations as they pertain to education settings. This text incorporates current research, anecdotal stories, and workbook pages so that practitioners are properly informed on how to identify and employ protective practices when it comes to burnout and compassion fatigue. Educators rarely receive training that prepares them for working with children and youth who are the victims of neglect, abuse, poverty, and loss. Education professionals who are already overburdened with an overwhelming number of job-related tasks can find themselves depleted due to their care and concern for their most vulnerable students. As a result, educators experience the physical and emotional symptoms of burnout and compassion fatigue. Appropriate for both young and experienced educators, this important text provides a clear and concise approach to the topic of burnout and compassion fatigue that engages the reader in a journey of self-reflection, highlighting potential signs and symptoms of burnout, as well as examining how the school environment and individual characteristics might collide to put educators at risk. Most importantly, this book provides guidance and resources to assist educators in implementing both individual and organizational practices that promote long-term resilience and self-care. To be at their most effective, educators must be able to care for themselves while also caring for their students.

## **The School Leader's Guide to Building and Sustaining Math Success**

## **Administrator's Guide to Student Achievement & Higher Test Scores**

From the nitty gritty of hiring, evaluating, and firing staff, to navigating the intricacies of school politics, and managing crises in the glare of the media, the author provides a long overdue tool to take control of your life as a school administrator.

## **Gardening in the Minefield**

A practical hands-on guide, *Preparing a Professional Portfolio: A School Administrator's Guide*, offers a dynamic, developmental and standards-based

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approach to professional portfolio development for educational leadership. This guide will facilitate the reader's development and completion of a meaningful portfolio while also presenting enhanced explanations of each of the ISLLC Standards so that the reader can find deeper meaning in the standards and implement them in authentic ways. This guide fills a serious void with regard to information and guidelines on portfolios and standards-based licensing requirements for both building level and district level administrators. It can be used as a supplemental guide in administrative courses or as a text for independent study or internship courses. This guide is also useful for practicing school leaders pursuing licensure renewal and for aspiring leaders building job-placement credentials.

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