A Principal's Guide to Special Education (3rd Edition)
Administrator's Complete School Discipline Guide
The School Administrators Guide to Chromebook
The Administrator's Guide to School Community Relations
Insider's Guide to School Leadership
Violence in Student Writing
The Principal's Quick-Reference Guide to School Law
English Language Learners at School
Developing Teacher Leaders in Special Education
From the Classroom to the Office
How to Build the Master Schedule in 10 Easy Steps
The Educator's Guide to LGBT+ Inclusion
Beginning the Assistant Principalship
Making Technology Standards Work for You
Create a Growth Mindset
School Preparing a Professional Portfolio
Sexual Orientation and School Policy
The Administrator's Guide to School Community Relations
Bigger Isn't Always Better
Planning for Technology
Schoolhouse in the Red
School Law and the Public Schools
Beginning the Principalship
How to Market Your School
A Leadership Guide to Navigating the Unknown in Education Resource Management
For School Administrators
The Teacher's Guide for Supporting Students from Military Families
New Teacher Orientation
Guide to Best Practices for Technology Planning
For New School Administrators
Administrator's Guide to the Year-round School
Artificial Intelligence in Schools
The Principal's Guide to School Budgeting
School Administrator's Complete Letter Book
Administrator's Guide to Student Achievement & Higher Test Scores
Effective Family Engagement Policies
Confronting Today's Issues
Character Education

A Principal's Guide to Special Education (3rd Edition)
Principals are today's newest superheroes, and every superhero needs a mentor. Daresh and Alexander offer encouragement in a practical hands-on guide to help principals navigate the challenges of leadership. Discover how to: Drive student learning as the primary mission of the school
Deal with others' expectations of you as principal
Master the technical skills needed to run an efficient school
Create and clarify a personal professional growth plan
Work effectively with the greater community and parents
Celebrate instructional and non-instructional staff in a positive school culture
Don't just survive. Read this guide and thrive!

Administrator's Complete School Discipline Guide
Aligned with the National Association for the Education of Young Children's Principles of Effective Family Engagement, this book helps early childhood administrators create effective family engagement policies that work. For each of the six key principles, this accessible guide walks leaders through the process of creating effective policy to engage families in their program. Filled with workable documents and templates to thoroughly scaffold the entire process, administrators will finish the work ready to implement the policies created, or build a plan tailored to their specific program. Designed for schools discouraged by the lack of engagement with all families, this book helps leaders strengthen the bond among home, school, and community.

The School Administrators Guide to Chromebook
The first year of a new leader's tenure is a critical time period. If an administrator begins their position by taking certain actions while avoiding others, he or she will get off to a positive start. This positive start leads to momentum and an increased probability of success. In this book, an experienced school administrator provides practical, research-based, guidance for how to succeed during this critical first year as a new school administrator. It also includes research and practical application strategies for addressing the most important tasks to be accomplished during their first year in a new administrative position.

The Administrator's Guide to School Community Relations
This great resource offers a step-by-step approach to help administrators develop and implement a vision for using educational technology more effectively. Each chapter focuses on an element of educational leadership planning, curriculum and instruction, assessment, staff development, and legal and social issues showing how to assess what is already in place and determine what needs to be done next. An invaluable guide to meeting ESEA requirements for technology integration and school accountability.
Detailed discussion of each of the NETS-A performance indicators
Specific solutions and plans for all levels of educational administration
Easy-to-follow charts and tables with detailed task assignments
Reproducible materials to facilitate decision making, organization, and implementation
Also available: RSS for Educators: Blogs, Newsfeeds, Podcasts, and Wikis in the Classroom - ISBN 1564842398
Digital-Age Literacy for Teachers: Applying Technology Standards to Everyday Practice - ISBN 1564842290

Insider's Guide to School Leadership
Includes a free subscription to a companion website. This book is not returnable if the shrink wrap is damaged or removed.

Violence in Student Writing
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 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.

English Language Learners at School This book is a university text for public school teachers who are gaining an administrative/ supplemental license. It is designed to provide teachers and aspiring administrators with an overview of legal terms, issues, rulings and a base of information that can assist them in making informed and valid decisions in public schools.

Administrator’s Guide Offers a practical approach for creating a master schedule and features sample forms, worksheets, anecdotes, and mini case studies throughout, plus exercises that demonstrate each step.

Principles of School Law for Teachers and Administrators - a Practitioner’s Guide 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.

Developing Teacher Leaders in Special Education Mark F. Goldberg— noted educator, writer, speaker, and consultant— offers an operating manual of tools, tips, and techniques for dealing with the challenges that active school administrators face every day. The book covers vital topics such as recruiting and supervising staff, school safety, meeting planning, understanding data, staff development, and leadership. Designed to be an easy-to-use reference, each topic includes practical, commonsense policies and bulleted lists of advice and examples—all based on Dr. Goldberg’s own experience, as well as that of outstanding educators around the country, and best practices from the field.

From the Classroom to the Office The importance of mathematical literacy for all students, both in everyday life and in the workplace, has never been greater. Realising the vision of high-quality mathematics education for all students, as described in NCTM’s Principles and Standards for School Mathematics, requires the active participation of everyone in the education community, including administrators. This booklet describes what administrators need to know about mathematics education and what they can do to support and improve mathematics education in their schools.

How to Build the Master Schedule in 10 Easy Steps A practical hands-on guide, Preparing a Professional Portfolio: A School Administrator’s Guide, offers a dynamic, developmental and standards-based 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.

The Educator’s Guide to LGBT+ Inclusion 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.

Beginning the Assistant Principalship Considering Google for Education at your school or district? Or you already have it, but want to understand it more? This book is your crash course!

Making Technology Standards Work for You Provides advice for administrators about establishing positive, safe learning environments and dealing with discipline issues; discussing building trust, celebrating diversity, successful peer counseling, after-school programs, security, gangs, drugs, sexual harassment, relationships with parents, and other related topics.

Create a Growth Mindset School Bigger Isn’t Always Better is designed to provide a practitioner’s viewpoint of the challenges and issues facing school administrators – particularly those who work in small districts. Based upon a combination of education theory and practical applications, the book contains many real life examples with tips for landing a job as administrator and then making a positive and successful first impression through a deliberate entry plan. Bigger Isn’t Always Better addresses both the technical aspects of an administrator’s assignment, as well as the administrator’s leading, mediating role while working with the school board, with school staff, or the school’s community. Readers will learn about a variety of potential pitfalls and situations that most new administrators face, with the benefit of learning how to overcome and avoid such problems based on the author’s four decades in the profession.
Preparing a Professional Portfolio Education

Sexual Orientation and School Policy 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 Administrator's Guide to School-community Relations 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

Bigger Isn't Always Better Artificial Intelligence in Schools is the first book to explore the use of Artificial Intelligence (AI) as a tool to enhance K–12 instruction and administration. Every industry and sector will be drastically affected by the presence of artificial intelligence, and schooling is no exception! Written for the in-service community—leaders, administrators, coaches, and teachers alike—this is your one-stop opportunity to make sure you don’t fall behind the fast pace and promising innovations of today’s most advanced learning technology. Author Varun Arora presents AI as a problem-solving tool for teaching and learning, exploring its potential and application in real-world school contexts and in the language of educators. Covering curriculum development, feedback and scoring, student empowerment, behavioral and classroom management, college readiness, and more, the book is full of novel insights and concrete, strategic takeaways.

Planning for Technology As a new administrator, navigating through the maze of difficult responsibilities is daunting at best and nerve-wracking at worst. Sapp offers readers a guide to make the job less stressful. She provides a variety of activities for self-assessment and for creating opportunities for interaction among administrators, faculty, students, and parents. A must-read for all new school administrators and seasoned veterans looking to become more effective.

Planning for Technology 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.

Schoolhouse in the Red How to Market Your School is a comprehensive guide that provides school administrators with tools to help them create, implement, and maintain a successful marketing program. Topics covered include developing a marketing strategy, marketing research, communications, media relations, building beneficial partnerships, public relations, and fund raising.

School Law and the Public Schools 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.

Beginning the Principalship 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 dont 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 comprehensive and evidence-informed guide introduces pre- and inservice teachers to this population and provides essential tools to help minimize the impact of military life on student learning. It addresses issues such as: Frequent transitions between schools, gaps in academic progress, social adjustment, parental deployments, and trauma or tragedy. And it shows how practices already being used in your school can be adapted to ease the transition for military students, and it also introduces original strategies, such as: A Hero Wall honoring members of the military, friendship or memory gardens, military Appreciation events, writing letters or making care packages for deployed service members.
How to Market Your School Principals and district administrators will learn ways to develop, sustain, monitor, and lead schools and districts striving for growth mindset learning environments. This book includes 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. A mindset reflection tool allows education leaders to consider their own mindset thinking. Guidance and suggestions for embedding growth mindset learning through curriculum, instruction, and grading are also included in this valuable resource. Attributes of growth mindset leaders are presented in this guidebook for leading in a growth mindset district!

A Leadership Guide to Navigating the Unknown in Education

Resource Management for School Administrators Recognizing that education systems have been temporarily paralyzed in the past and likely will in the future—whoever it’s because of a natural disaster or a pandemic—this important volume offers critical insights about how schools can effectively carry forward the mission of educating all children even in the face of system turbulence and disruption. Featuring Narratives from expert leaders in urban, rural, and suburban school systems, this book explores important questions about the “new normal” such as the ways in which students can and should learn, how educators can teach and lead effectively, and how schools can carry out important functions beyond their instructional mission. Chapters present inspiring stories of leaders and teachers who have rallied, rebuilt, and problem-solved in face of the pandemic and amid adversity, ultimately providing a roadmap for how it’s possible to rebuild and adjust while preserving the fundamental core of education. Full of takeaways and first-hand insights into how systems and their schools faced turbulence, disruption, and adaptation, this book is a must-read for today’s educators committed to making a positive impact on the students they have the duty to serve.

The Teacher's Guide for Supporting Students from Military Families The School Administrator's Complete Letter Book with CD-ROM, Second Edition, offers a comprehensive selection of model letters and memos for a wide variety of educational purposes and situations. This book and its accompanying CD contain a gold mine of tested, usable letters and other communiques, some of which can be used practically word-for-word from the book, while others can be adapted to your specific needs. The book’s letters and memos represent the contributions of more than 60 outstanding school administrators throughout the United States— including superintendents, principals, supervisors, guidance counselors, and others—all of them with well-earned reputations for solid, professional communication. Many types of letters are included—letters addressed to parents, teachers, students, teacher applicants, other school administrators, businesspeople, and the community at large. In addition, this handy resource is clearly organized, designed for easy use, and filled with the best letters of the best communicators in modern American education. The CD-ROM makes the letters easy to modify to fit your own situations.

New Teacher Orientation 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.

Guide to Best Practices for New School Administrators

Administrator's Guide to the Year-round School This book helps the reader to understand and mediate the debates that arise when gay, lesbian, bisexual, transgendered, intersex, and queer/questioning (GLBTIQ) students and their families ask for equal treatment from the schools and are opposed by conservative parents. Sexual Orientation and School Policy is a case study of one school districts' attempt to adopt and implement policies that include sexual orientation. This book describes the work of the Safe Schools Coalition who advocate and educate for equal rights for GLBTIQ students. Concerned Citizens, a group of conservative parents, opposed the inclusion of sexual orientation in the policies. The author highlights the factors that either facilitated or impeded the implementation of the policies as well as the strategies employed by the Safe Schools Coalition in educating opponents.

Artificial Intelligence in Schools 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

The Principal’s Guide to School Budgeting Oltman helps you apply caution and logic in protecting your students’ freedom of speech while also protecting the safety of everyone in the building.
School Administrator’s Complete Letter Book Practical and forward-thinking, Developing Teacher Leaders in Special Education is the administrator's essential guide to growing special educator leadership in any school, district, or program. Special educators need to be flexible, proactive, and collaborative – qualities that make them uniquely suited to roles in school leadership – but these skills are often overlooked when choosing effective teacher leaders. Featuring helpful tips and detailed examples to demonstrate the concepts in action, this book breaks down the qualities that special educators can bring to your school leadership team and explores how you can leverage those skills to create a more inclusive and successful community.

Administrator’s Guide to Student Achievement & Higher Test Scores The goal of this book is to provide comprehensive and practical knowledge of relevant legal issues that affect the administration of public schools. It will allow educators to effectively perform their duties within the boundaries of constitutional, statutory, and case law. It is also designed to be easy to understand for those with little or no legal background. Selected court cases address issues most relevant to education. It includes recent landmark court decisions in areas such as religion, student rights, student and faculty disabilities, and classroom harassment. School violence is discussed comprehensively. The book begins with an index of major legal issues related to relevant issues, allowing the reader to ascertain the legal sources of authority related to those particular topics. Educational leaders are provided with pertinent information to direct their day-to-day decisions. The primary focus is not on state law since this varies from state to state. Appendices include constitutional provisions, selected and annotated federal statutes, and an abbreviated glossary. It will enable educators to perform their legal duties and to meet the requirements of reasonableness as they move their organizations toward their goals. (Contains 279 references.) (RKJ)

Effective Family Engagement Policies 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

Confronting Today's Issues This book examines some of the most important challenges facing administrators and other professionals in PreK-12 schools today: safety and security, hiring and evaluating members of the faculty and staff, dealing with students’ academic and behavioral challenges, assessing student performance, responding to disengaged or overly engaged parents, and handling external pressures from the community. It also explores ideas for how to design the types of school our students will need in the future and cope with the realities of trying to develop these schools in a difficult educational environment. Preferring practical advice over unsupported hypotheses and adopting clear, instructive language rather than educational jargon, the authors draw upon their own experience as well as some of the best research currently being conducted in the field of educational leadership. The book is suitable for self-study, workshops, education courses, and in-service programs. The target audience is current and prospective PreK-12 administrators, teachers, student teachers, and staff.

Character Education 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 Lecesne, 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!

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