



Launching the
Next Generation

Leadership Institute 2010-2011

Presented in conjunction with the Santa Clara County Office of Education

NTC Leadership Institute: For New, Experienced and Aspiring School Leaders

Support for new school administrators is critical to student success. Conversations among educational leaders indicate that new site administrators—principals, co-principals, assistant principals, deans, and other site and district administrators must have direct support that is similar to what beginning teachers receive.

With this in mind, the New Teacher Center and the Santa Clara County Office of Education, is pleased to offer the 11th Leadership Institute to new site administrators in the region. 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.

Districts are invited to contract for on site follow-up support and coaching through a separate agreement with the New Teacher Center's New Administrator Program (NAP).

"(The) topics have been so relevant and applicable. Each session heightened my awareness of topics I currently was facing. Additionally, useful 'tools' were on hand which I could use back at the site."

"Thanks to the LI, I came with an empty toolbox and left with it filled with practical instruments to use at my site."

"The Institute has given me a feeling that I am not alone anymore."

Leadership Institute Modules

Culture and Climate

Explore how to assess and understand a school's climate by using the history of the school to shape the future.

Time Management and Delegation

Learn how to recognize barriers to effective time management, how to use delegation and how to effectively use work flow to manage leadership responsibilities.

Meeting Facilitation

Learn how to design successful meetings, use powerful facilitation skills and how to handle disruptive behaviors during meetings.

Decision Making

Understand different levels of decision making, decision making strategies and how to utilize them for a variety of meeting purposes.

Formative Assessment

Learn how to use effective standards based supervision practices that are linked to formative assessment of staff. The quick visit protocol will be introduced and practiced as one of the many effective feedback strategies in this module.

Evaluation: Summative Assessment

Explore how to write effective standards based summative evaluations and how to use feedback to shape improved classroom practices.

Using Data

Learn how to effectively use various types of data, how to implement data driven decision making and plans for future actions to impact student achievement.

Professional Learning Communities

Understand the theory and practical application of an effective professional learning community and identify the conditions necessary to effectively implement PLCs.

Recruitment, Staffing and Working with New Teachers

Understand the importance of linking recruitment, staffing and working with new teachers to school improvement efforts. Interviewing, paper screening and how to support new teachers will be an additional focus.

Vision and Leadership Style

Understand how building successful shared visions for a school is directly linked to emotional intelligence and a clearly defined leadership style.

Location and Dates

**Location: Santa Clara County Office of Education
1290 Ridder Park Drive, San Jose, CA 95131**

Please check the specific sessions you plan to attend.

1 Full day seminar: 8:00 am – 3:30 pm

September 23, 2010:
Culture & Climate and Time Management

8 Morning seminars: 8:00 am – 12:00 noon

- October 19, 2010 - Supervision**
- November 11, 2010 - Evaluation**
- December 10, 2010 - Meeting Facilitation**
- January 27, 2011 - Decision Making**
- February 23, 2011 - Using Data**
- March 17, 2011 - PLC**
- April 14, 2011 - Recruitment & Staffing**
- May 12, 2011 - Vision & Leadership**

“The Leadership Institute has been an extremely valuable process for identification, renewal and acknowledgement of personal reflection and skills in the field of administration.”



Registration Information

Option 1: LI Participant only

(NAP coaching not included)

Includes all materials and fees for single enrollee\$500

Fees for LI enrollment are non-refundable and will be due within 2 weeks of the Sept. 26 session.

Option 2: NAP + LI New Administrator Program

A comprehensive induction program including site-based coaching and LI\$4,000 per year

Contract and fees are paid by district through separate contract.

Option 2A: Clear Administrative Services Credential Option — a two-year program

The New Teacher Center in collaboration with ACSA \$1,000 (annual fee)

Registration and fees for this program are done separately through ACSA and are completed and paid by candidate.

For more information on NTC New Administrator Program (NAP), the Alternative Clear Administrative Services Credential Program (ACCP), and other NTC School Leadership Professional Development Contact sld@newteachercenter.org

Registration Form

Name _____

School _____

District _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Registering as: LI Participant only NAP Coachee ACCP Candidate

Coach Name (if applicable) _____

To Enroll

Please return to by fax or mail to:

The School Leadership Development Division
New Teacher Center
725 Front St., Suite 400
Santa Cruz, CA 95060

Fax completed form to:

831-427-9017, ATTN: SLD

Credit Card Payment

Payment only required when selecting Option 1: LI Participant only.
Call the Business Office at 831-600-2273