

# THE MIDDLE SCHOOL PRINCIPAL'S CALENDAR

A MONTH-BY-MONTH PLANNER  
FOR THE SCHOOL YEAR



ROBERT RICKEN • MICHAEL TERC

# **The Middle School Principals Calendar A Month By Month Planner For The School Year**

**Karl H. Clauset, Dale W. Lick, Carlene U.  
Murphy**



### **The Middle School Principals Calendar A Month By Month Planner For The School Year:**

*The High School Principal's Calendar* Robert Ricken, Richard Simon, Michael Terc, 2000-06-21 This is one of the most useful plainly written yet comprehensive step by step plan that I have seen This is a must have management book Donna Trevathan Principal Warren County Middle School McMinnville TN Strategic planning can help you be a truly effective principal Get off on the right foot in July and set your course for a successful school year with this month by month planning tool developed by veteran administrators Developed for both new and experienced principals this book lays out everyday challenges and administrative necessities to help you plan strategically for the academic year The High School Principal's Calendar provides a month to month guide to make the school year run smoothly from opening to closing Chapters cover key tasks for each month beginning in July Overview of tasks Communications letters memos correspondence media relations Planning workshops orientations field trips fundraising activities Personnel assignments schedules rosters tenure recommendations Checklists to monitor progress with an assortment of tasks A handy checklist for each month offers flexibility for modifications and the monthly calendar helps busy administrator avoid reinventing the wheel each year The High School Principal's Calendar is essential for every principal faced with juggling the varied tasks of school administration

*The Middle School Principal's Calendar* Robert Ricken, Michael Terc, 2003-08-13 Be a leader of leaders Get organized and set a positive tone for the upcoming school year Developed by veteran administrators the nuts and bolts described in the monthly chapters will give both new and experienced middle school principals the effective tools they need to help ensure a smooth opening to the school year This living document categorizes the challenges as well as the solutions to the many situations that administrators face every day during the academic school year The Middle School Principal's Calendar can be utilized year after year to ensure a smooth transition from new student orientation straight through to the end of the year newsletter Chapters cover key tasks for each month beginning in July Nine essential skills for effective school leadership Overview of key tasks faculty meetings budget process evaluations Communications letters memos correspondence social activities Planning workshops field trips standardized tests fundraising activities Personnel orientation schedules rosters tenure recommendations A handy checklist for personalized use at the end of chapter offers flexibility for modification to help avoid reinventing the wheel Also included is a rich resource of sample documents to help with a variety of communication needs from sample letters to the incoming class and new staff members to PTA presentations and board of education meetings The Middle School Principal's Calendar is essential for the multitasking professional whose goal is to foster a positive educational environment for staff and students alike

*The Elementary School Principal's Calendar* Robert Ricken, Michael Terc, Ida Ayres, 2006-03-24 Get organized plan effectively and keep your school running smoothly Developed for both aspiring and experienced elementary school principals this unique resource updated from the top selling first edition lays out everyday challenges and administrative necessities to help you plan strategically for the academic year This month

by month planning tool designed by veteran administrators helps you get off on the right foot in July to set your course for a successful school year Its emphasis is to help principals develop the skills to foresee future calendar events and to put into operation specific plans to maintain a calm learning environment Chapters cover key tasks for each month beginning in July and contain Overview of tasks Communications letters memos correspondence media relations including sample documents Planning workshops orientations field trips fundraising activities Personnel assignments schedules rosters tenure recommendations Checklists to monitor progress with an assortment of tasks Resources to proactively plan and execute effective and decisive leadership The Elementary School Principal s Calendar offers a handy checklist for each month and the flexibility for modification helping busy administrators avoid reinventing the wheel each year It s an essential handbook for every principal faced with the complex challenge of managing all aspects of school administration     Mastering the Balance of the Principalship Robert Ricken,2006-09-01 This unique resource helps new and veteran principals achieve a balance between serving as caring and collaborative leaders and maintaining unilateral authority     *Resources in Education* ,2001-04     *Education* Ferguson,2010 Presents an introduction to careers in education as well as tips on how to get students started on their career path and other ways of exploring career possibilities     *User-friendly Schools for Latinos* Robert Ricken,Michael Terc,2006 Although aimed at Latino communities User Friendly Schools for Latinos addresses the needs of all ethnic minorities with universal activities that will provide quality educational experiences for children parents and teachers Jacket     *The Principal's Companion* Pam Robbins,Harvey B. Alvy,2003 This book adds extremely relevant knowledge and skills for innovative reformers and for more traditional leaders alike It provides a solid set of interesting and shrewd suggestions that can be used immediately by practising principals From the Foreword by Kent D Peterson Professor Department of Educational Administration University of Wisconsin Madison Despite the administrative leadership training that most principals receive in university courses their most useful learning doesn t occur until they are on the job And the new knowledge much of it the result of trial and error success and failure is gained in relative isolation simply because there is no one else at that responsibility level within the school Pam Robbins an educational consultant and Harvey B Alvy a practicing principal offer a well organized interactive manual for the role of principal They have worked with hundreds of schools educators and other organizations around the world collecting data that form the basis for The Principal s Companion This easy to read book combines the most helpful tried and true strategies with the most relevant leadership research and theory The authors discuss creative leadership and necessary skills the wide variety of roles played by principals how to create a learning community personal and professional issues and much more Quotes from practicing principals are included throughout the book and readers are encouraged to jot down their own reflections about each chapter theme The Principal s Companion is a rare opportunity to collaborate with other principals an excellent professional resource that will be referred to again and again Ideal for practicing and aspiring principals it is also highly useful as a text for administration courses

*Schoolwide Action Research for Professional Learning Communities* Karl H. Clauset, Dale W. Lick, Carlene U.

Murphy, 2008-05-15 Clearly shows the success that can occur when a staff learns together I highly recommend this book to aspiring and beginning principals as well as those with years of experience Paul Young Executive Director West After School Center Former President National Association of Elementary School Principals Foster schoolwide professional learning through a collaborative action research model Action research is a popular method for individual educators to examine their practices and grow in their profession In this how to guide readers will learn how Whole Faculty Study Groups WFSGs use action research to involve an entire school in advancing staff learning and school performance The WFSG model is a type of professional learning community PLC that catalyzes school change with schoolwide action research as a central component With over 20 years of experience the authors draw from hundreds of examples and case studies to describe how implementing WFSGs can help students teachers administrators and other staff members work collaboratively to improve teacher practice and student learning The authors empirical data and comprehensive approach help deepen educators understanding of how to use meaningful action research to strengthen teamwork and realize school reform Additionally readers will learn how The WFSG system compares with other approaches to action research The schoolwide action research process can be applied in a wide variety of school reform efforts Study groups can move from discussion to action Principals and district leaders can support schoolwide action research Discover the ways WFSGs can enhance student learning and result in real school improvement in this highly relevant must have guide *A Reflective Planning Journal for School Leaders* Olaf Jorgenson, 2008-04-25 Jorgenson has designed an amazingly easy to use tool that captures the complexity of the principalship in a precise yet personal manner This user friendly resource significantly impacts day to day practice Christopher Peal Principal Meadowbrook Elementary School Novi MI An ideal gift for superintendents to give to their principals It can be used for administrator mentoring especially for interactive collaboration between colleagues This book supports the critical survival habit of today s administrators reflection Rick Miller Superintendent Oxnard School District CA Find resilience and optimism in your role as a school principal Today s school principals face increasing pressure and new challenges every day However by setting aside time for personal reflection and planning both novice and seasoned administrators can build on their individual strengths and achieve important professional goals Written in a concise practical format *A Reflective Planning Journal for School Leaders* is part planning calendar part reflective journal and part inspirational guide to help principals become focused proactive leaders Olaf Jorgenson has organized this step by step resource around the school year and offers numerous suggestions reflective exercises and features including Month by month themes that guide individual professional development and reflective practice Advice from award winning elementary and secondary school principals Space for weekly and monthly planning and goal setting Guidelines for focusing on priorities Tips for increasing parent involvement initiating change in schools and making time for professional development Strengthen

your professional practice and leadership effectiveness by making personal reflection and planning a daily priority School Year Planning Calendar for Educators ,1996 *Ready for Anything* Lynn F. Howard,2006 Ready for Anything is a year long site based professional development support model for new teachers It includes ready to use forms and checklists for the busy administrator The Together Teacher Maia Heyck-Merlin,2021-06-03 An essential guide for today s over scheduled teachers Teaching is a tough job period With so much pressure and so many competing demands it can be easy to fall apart or to get lost in the daily grind The Together Teacher Plan Ahead Get Organized and Save Time is a practical resource that shows teachers how to get it together to be effective and have a life Author and educator Maia Heyck Merlin reveals the life hacks and habits of Together Teachers from smart time management hacks to sanity saving tech The end goal is always strong outcomes for their students In this book you ll discover the concrete steps you can take to achieve greater stability and success in your classroom and in your life This edition adds sections on efficient lesson planning grading and data analysis processes balance and self care juggling teaching with other responsibilities like leading a grade level managing family communications and new online resources The workbook contains all new rubrics practice sections and reflection questions to help you dig in to the content and get your days running like clockwork Learn pro tips and tools to help you organize and optimize your lesson planning instruction and classroom environment Save time and energy by using tech wisely enlisting students in keeping the classroom tidy communicating efficiently with families and more Get engaged with 75 pages of all new workbook content exclusive online extras and real world Day in the Life teacher profiles you ll be ready to tackle any challenge Learn efficient grading and data analysis processes Understand how to balance teaching with other school responsibilities such as leading a grade level Discover the hacks and habits that good teachers are using to improve instructional quality and have a life outside of school Perfect for early career K 12 teachers as well as specialists social workers music teachers etc The Together Teacher Second Edition includes access to exclusive online extras including videos and much more **Boletin Internacional de Bibliografia Sobre Educacion** ,2002 **Violent Schools, Safe Schools** National Institute of Education (U.S.),1977 Handbook of School Counseling Hardin L.K. Coleman,Christine Yeh,2011-04-06 The mission of this forty eight chapter Handbook is to provide a comprehensive reference source that integrates counseling theory research and practice into one volume It is designed to meet the needs of entry level practitioners from their initial placement in schools through their first three to five years of practice It will also be of interest to experienced school counselors counselor educators school researchers and counseling representatives within state and local governments The British National Bibliography Arthur James Wells,2004 *Leverage Leadership* Paul Bambrick-Santoyo,2012-06-06 Paul Bambrick Santoyo Managing Director of Uncommon Schools shows leaders how they can raise their schools to greatness by following a core set of principles These seven principles or levers allow for consistent transformational and replicable growth With intentional focus on these areas leaders will leverage much more learning from

the same amount of time investment Fundamentally each of these seven levers answers the core questions of school leadership What should an effective leader do and how and when should they do it Aimed at all levels of school leadership the book is for any principal superintendent or educator who wants to be a transformational leader The book includes 30 video clips of top tier leaders in action These videos bring great schools to you and support a deeper understanding of both the components of success and how it looks as a whole There are also many helpful rubrics extensive professional development tools calendars and templates Explores the core principles of effective leadership Author s charter school North Star Academy in Newark New Jersey received the highest possible award given by the U S Department of Education the National Blue Ribbon Print version includes an instructive DVD with 30 video clips to show how it looks in real life E book customers please note that details on how to access the content from the DVD may be found in the e book Table of Contents Please see the section How to Access DVD Contents Bambrick Santoyo has trained more than 1 800 school leaders nationwide in his work at Uncommon Schools and is a recognized expert on transforming schools to achieve extraordinary results

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