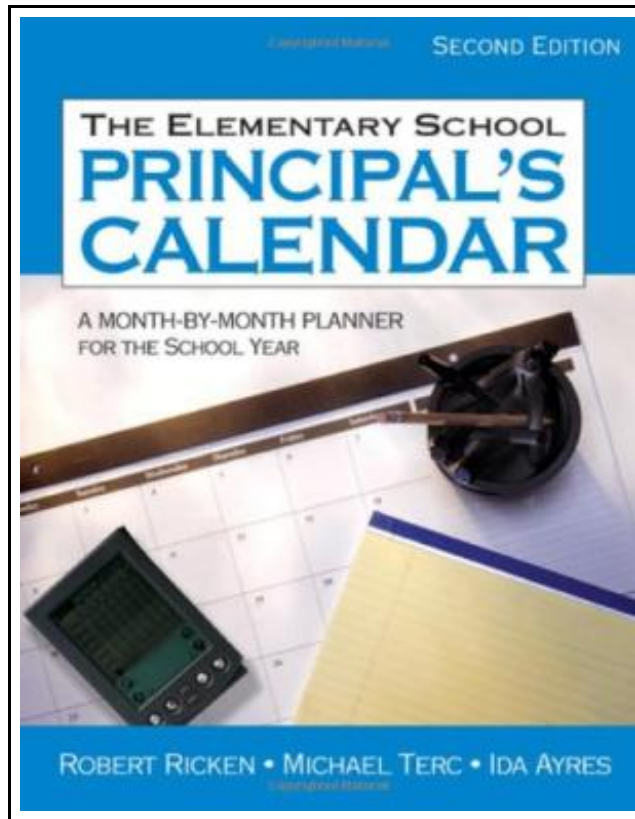# The Elementary School Principal s Calendar: A Month-by-Month Planner for the School Year (Paperback)

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THE ELEMENTARY SCHOOL PRINCIPAL S CALENDAR: A MONTH-BY-MONTH PLANNER FOR THE SCHOOL YEAR (PAPERBACK)

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SAGE Publications Inc, United States, 2006. Paperback. Book Condition: New. 2nd Revised edition. 274 x 211 mm. Language: English . Brand New Book. Updated from the top-selling first edition! An easy and effective way to get organized -- and keep your school running smoothly! Effective 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 elementary school principals, this book lays out everyday challenges and administrative necessities to help you plan strategically for the academic year. The Elementary School Principal s Calendar provides a month-to-month guide that will 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 Resources to proactively plan and execute effective and decisive leadership A handy checklist for each month offers flexibility for modification and the monthly calendar helps busy administrators avoid reinventing the wheel each year. Also included is a rich resource of sample documents to help with a variety of communication needs: from samples of your summer letter to parents and memos on standardized testing to information and permission forms for programs designed to help children cope with divorce. The Elementary School Principal s Calendar is essential for every principal faced with juggling the varied tasks of school administration.

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