



Assistant Principal's Survival Guide: Practical Guidelines & Materials for Managing All Areas of Your Work

By Simpson, Paul R.

Jossey-Bass, 2000. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: About this resource. Terminology in this resource. SECTION 1. The role of the assistant principal. Being a leader. Figure 1-1 activities checklist. Radical, risk taker, or leader? Identifying and handling stress. Looking toward the future. Site-base management. Enjoying the assistant principal position. SECTION 2. Gathering and communicating information. Sources of information. Filing of information. Oral communication. The telephone. Use of the public address system. Written communication. Communicating information regarding students. Figure 2-1 private driver permission form. Figure 2-2 student trip: parent information and permission. Figure 2-3 consent to photograph. Administrative communications. Calendars of upcoming social events. Figure 2-4 weekly calendar of events interruptions. Evaluation schedules. Newsletters. Reporting student progress to Parent/Guardians. Figure 2-5 student progress report to parents. Figure 2-6 student progress report. Form letters and students. Figure 2-7 form letter regarding student tardiness. Figure 2-8 handwritten note to teachers following a student/parent conference. Conducting conferences of interviews. Staging the conference. After the conference. Role of the AP and guidance in interviewing students with multiple failing subjects. Communication overload. SECTION 3. Creating a safe teaching/learning environment. Physical safety. Figure 3-1

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