

# Leadership Institute for School Leaders

**Audience:** *New principals, practicing principals, co-principals, assistant principals, aspiring principals, other site administrators*

The Lake County Office of Education is planning to present four of the ten modules between March – August 2012. The remaining six modules may be presented during the 2012-13 school year, based upon needs of the participants.

All modules include the following components:

- An examination of current literature and research in the session topic;
- Interactive practice using management and leadership tools;
- Time to plan for implementation of new knowledge and skills with peers

The first two modules: **Supervision: Formative Assessment**; and **Evaluation: Summative Assessment**, will be presented on:

**Tuesday, March 13: LCOE Kesey Room, 1:00-4:00 p.m. &  
Tuesday, March 20: Hance Education Center, 1:00-4:00 p.m.**

The third module, to be determined based upon input from participants, will be held in June. The fourth module, **Using Data**, will be presented in August following the release of STAR test data.

**To Register:** Complete the information below and return to:  
Jan Bailey<sup>2</sup>, Lake County Office of Education  
1152 South Main Street, Lakeport 95453  
jb2@lakecoe.org

**Registration Deadline:** Monday, February 27, 2012

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please check applicable category:**

- ACCP Tier II candidate (fee waived)
- I am currently working with a Leadership Coach through the Lake/Mendo/Colusa Partnership (fee waived)
- Teacher Leader (contact Wally Holbrook for scholarship availability)
- Potential administrative credential candidate (contact Wally Holbrook for scholarship availability)

**Questions on Workshop Content:** Contact Wally Holbrook, 707-262-4100  
wholbrook@lakecoe.org

The New Teacher Center at UCSC has developed the Leadership Institute, a series of 10 sessions that are designed to help the leaders of our schools develop the knowledge and skills essential to successful site leadership in today's standard based educational systems. These sessions focus on the management and leadership tasks, skills and processes necessary for school site administrators to emerge as instructional leaders

**FEES:**

Participation in the first four modules (March – August 2012) will be funded primarily through a leadership grant. Participants will be required to pay a \$100 fee to attend the four module series. Participants who are working with a Leadership Coach through the Lake/Mendo/Colusa Partnership will have the \$100 fee waived. Administrators participating in the ACCP Credential Program through the New Teacher Program will also have the \$100 fee waived.

Participation in all four modules is not a requirement, but recommended as it will be an opportunity for administrators to network and collaborate. There is no proration of the \$100 fee for those individuals who choose not to participate in all four modules. These modules meet the professional development requirements for those individuals participating in the ACCP Tier 2 credential program.

**Future modules will explore the following topics:**

- Vision and Leadership Style
- Culture and Climate
- Time Management & Delegation
- Decision Making
- Meeting Facilitation
- Recruitment, Staffing & Working with New Teachers
- Professional Learning Communities

