

For: New and Aspiring Principals and Assistant Principals



What I Need To Know and When I Need to Know It: *A Workshop for New Principals*

Summer
Institute
Pre-Conference

A Half-Day Workshop Featuring Trainers:

Linda A. Hayes, MSSAA Assistant Director

and *Dr. Michael J. Connelly*, MSSAA Assistant Director

Sponsored by the Educational Leadership Alliance and funded through DESE and the Wallace Foundation. This workshop is available without cost to you or your district.

"Where do I begin?" is often the first question a new principal asks. The answer requires leaders to make decisions about prioritizing jobs and responsibilities, understanding school, district and community expectations and creating a plan for success. Principals who understand what needs to be done and develop action steps that are organized, thoughtful and consistent with their school's mission will be prepared for the real world of being a principal.

This workshop will draw on the experiences of middle and high school principals to guide those who are new to the role. Focusing on strategies and procedures for tackling the duties and responsibilities, making decisions, and working with teams, participants will design a plan of attack that they will bring back to their schools.

Participants will:

- Identify and prioritize the duties and responsibilities facing them as new principals.
- Reflect on their strengths and recognize areas for growth.
- Discuss the differences between direct and collaborative decision making and when to use each effectively.
- Learn strategies for developing goals based on data and need.
- Explore ways to facilitate and improve their communication skills.
- Network with other new principals and learn from the experiences of colleagues.

Tuesday, July 28, 2009

At the Sea Crest Resort And Conference Center,
North Falmouth, MA

Sign-In/Registration: 8:00 am

Workshop: 8:30 am to 12:30

4-10 PDPs

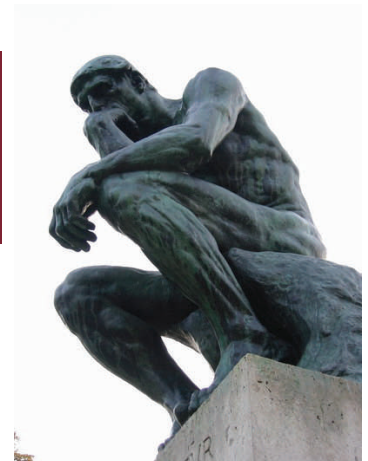
Massachusetts Secondary School Administrators' Association
33 Forge Parkway, Franklin, MA 02038

Workshop Contact: *Linda Taylor*

Phone: (508) 541-9832

Fax: (508) 541-9888

E-mail: ltaylor@mssaa.org





Directions to the Sea Crest:

From Metropolitan Boston Area

Southeast Expressway to Route 3. Take Exit 1A to Route 6 West. Take first exit at Bourne Bridge rotary to Route 28 (Falmouth and the Islands), to Bourne Bridge over Cape Cod Canal.

From Points North

Take Interstate 495 to Route 25 East to Bourne Bridge over Cape Cod Canal.

From Bourne Bridge and Cape Cod Canal

Route 28 Falmouth and the Islands) to Route 151 exit, left at bottom of exit ramp, left at first traffic signal (Route 28A South) one mile to rotary, take first exit onto Shore Road, then 1.5 miles to Sea Crest.

MSSAA Workshop Registration Policies

Cancellation: Cancellations received up to 72 hours before the workshop will be honored. If you do not cancel and do not attend, you are responsible for full payment.

Inclement Weather: If the weather is uncertain, call the MSSAA front desk at (508) 541-7997 or check the website at www.mssaa.org after 6:15 a.m. on the morning of the workshop to check for cancellation.

Confirmation: If you have not received a confirming email within a few days of registering, please call Linda at (508) 541-9832. This printed email or your printed, completed online registration ("Thank You" at the top) is your proof of registration.

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Tuesday, July 28, 2009 at the Sea Crest Resort and Conference Center, North Falmouth

Offered through the Education Alliance Career Pathways Grant

There is no cost for this workshop, but registration is required.

Name: _____

School: _____ Position: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone & Ext: _____ Email (mandatory): _____

Program registration includes training, training materials, continental breakfast and lunch!

Return this form to: Linda Taylor, MSSAA, 33 Forge Parkway, Franklin, MA 02038, or fax to: MSSAA, Attention: Linda Taylor, (508) 541-9888

CLICK HERE

to register online at www.mssaa.org

Earn additional PDPs by using workshop content in your school or district!
For more information about the additional PDP component, please contact Linda Hayes at the MSSAA Office, (508) 541-7997, or by email at lhayes@mssaa.org