



## The Quick-Reference Handbook for School Leaders: A Practical Guide for Principals (Hardback)

By Quick Reference Handbook School Leaders

SAGE Publications Inc, United States, 2005. Hardback. Condition: New. Language: English. Brand new Book. The Quick-Reference Handbook for School Leaders is a practical guide that provides an answer to the questions 'Where do I start?' and 'Where do I look for direction?' Written in an easy-to-read, bulleted format, the handbook is an excellent resource for all headteachers, deputy heads and other members of the school management team. The book is organized around five key sections, each including brief overviews, checklists, and suggestions for further reading. - Organization and Management - the role of the headteacher, negligence and liability, media relations, managing conflict and difficult people, effective meetings, resource management, records and information, facility management-Teaching and Learning - school programs, learning communities, special education, supervision and evaluation, staff development, unions, celebrating success-Behaviour and Discipline - safe schools, code of conduct, supervision and expulsion, search and seizure, police procedures-Health and Safety - reporting child abuse, occupational health and safety, emergency preparation, medical needs, health and safety resources-Looking After Yourself - professional development, wellness, and balance Including words of wisdom from first-year headteachers, and voices of experience from over 60 experienced primary and secondary headteachers, this reference book will be used over and over...



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