

Introduction

THE QUICK-REFERENCE HANDBOOK FOR SCHOOL LEADERS: AN OVERVIEW

I'm the new principal

What do I do now?






The Quick-Reference Handbook for School Leaders is designed primarily for new principals, but it is a useful resource for all principals, vice-principals, and aspiring school administrators. The *Handbook* does not separately describe principal and vice-principal responsibilities, elementary and secondary issues, or management and leadership functions. The *Handbook* is designed to be a hands-on practical guide, wide-ranging, but not exhaustive. Please note that the *Handbook* is not legal advice. Principals and vice-principals, first and foremost, must follow their district school board's policies and procedures.

HOW TO USE THE HANDBOOK






The *Handbook* is organized so that you can quickly look up a specific topic in the index; or, browse through the table of contents to identify areas of interest. It has 28 chapters, which are listed in the table of contents. It also includes appendices, references, and a resource of checklists, routines, and other information.

Icons

The *Handbook* is divided into five sections. Each section has an icon to identify the five major areas of the book.

-  Part 1 Organization and Management
-  Part 2 Teaching and Learning
-  Part 3 Behavior and Discipline
-  Part 4 Health and Safety
-  Part 5 Looking After Yourself

You will also find a series of internal icons that indicate the accompanying text is presented as:

-  A Checklist
-  An Overview
-  Tips
-  Suggestions for Getting Started
-  Further Reading

Text Boxes

Three types of text boxes are used in the *Handbook*.

Chapter at a Glance Boxes

Each chapter in the *Handbook* is divided into subsections, which are also listed in the table of contents. At the beginning of every chapter, you will find an outline of the contents; an example is shown below.

At a Glance

- Before the Meeting
 - Meeting Planning Checklist*
 - Sample Meeting Agendas*
- During the Meeting
- After the Meeting

Shaded Text Boxes

Certain sections of text are highlighted in shaded text boxes, which contain information that reinforces the main message. Direct quotes are referenced at the bottom of the shaded box.

xii The Quick-Reference Handbook for School Leaders

When a teacher makes plans to become a principal, the long-range goal is to make a difference in the lives of children.

Teachers become principals to be instructional leaders.

—If I Only Knew,
H. B. Alvy and P. Robbins, p. 37

The Voice of Experience Boxes

At the end of each chapter a quotation box, identified as The Voice of Experience, offers advice to new school administrators from experienced principals and vice-principals.

Hire well

Staffing decisions are critical.

If I could give only one piece of advice, it would be to hire well.

The Voice of Experience

ADVICE FOR NEW PRINCIPALS AND VICE-PRINCIPALS

The Voice of Experience

More than 60 elementary and secondary principals and vice-principals responded to this question: “What piece of advice would you give to new administrators?” These are found at the end of each chapter in The Voice of Experience boxes described above.

Words of Wisdom: Advice From Beginning Principals

Members of the *Handbook* focus group were asked what advice they would like to pass along to new principals. The members of this focus group were first year elementary and secondary principals. See “Words of Wisdom: Advice From Beginning Principals” in Appendix F.