



**Massachusetts Elementary  
School Principals' Association**  
*Presents*

**A Program of Support for Assistant Principals**

Presenter: Ken Chapman

**Course #:** 10-105

**Dates:** February 10, March 17, and April 14, 2010

**Time:** 8:30am-3:30pm

**Register by:** January 27, 2010

**FEE: \$420/per person for the series**

This workshop series is not subject to price bundling  
**Audience:** New elementary and middle level assistant principals

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This series is designed to provide assistant principals with training in the area of instructional leadership, administration and management that will help them to perform more effectively as assistant principals. The program is designed to provide sustained professional development for assistant principals in varying stages of their careers and in diverse school settings, including rural, suburban and urban districts and in elementary and middle level schools.

**Day 1. Distributive Leadership**

**Date:** February 10, 2010

**Time:** 8:30 AM – 3:30 PM

In this session, participants will be introduced to successful models for distributive leadership. Time will be devoted to the unique professional relationship that exists between a principal and an assistant principal. Discussion will center on the benefits of creating a climate that supports distributive leadership and strategies for implementing a shared leadership model that encourages the participation of the assistant principal and other school leaders. Participants will create a plan for developing or improving upon a model that supports the assistant principal as a viable member of a leadership team. Assistant principals will also learn time management strategies that will help them to maintain a focus on student learning while also maintaining a balance between their professional and personal lives

**Day 2. Supervision and Evaluation**

**Date:** March 17, 2010

**Time:** 8:30 AM - 3:30 PM

In this full-day session, participants will focus on the difference between observation, supervision and evaluation. The use of the “walk through” and “mini observation” will be reviewed as effective supervisory practices that positively impact on student achievement. Participants will be asked to bring their own evaluation instruments and rubrics to compare with effective systems and to determine the most effective implementation of their own process and instrument.

### Day 3. School Climate and Culture, Professional Learning Community, and School Discipline & Classroom Management Strategies

Date: April 14, 2010

Time: 8:30 AM - 3:30 PM

Participants will review the importance of creating a positive school climate and a culture that honors excellence in teaching and learning and the impact that climate and culture have on an organization's capacity to improve students' academic and social performance.

Participants will also learn how to establish the groundwork for creating a professional learning community. Characteristics of effective professional learning communities will be reviewed. Participants will begin to design a plan for creating and sustaining a professional learning community in their respective school sites.

In addition, participants will identify characteristics of positive learning environments established through strong school wide discipline programs and effective classroom management strategies. Participants will develop a plan for addressing a critical need in their respective schools that may be interfering with gains in student performance.

**Presenter: Kenneth Chapman, Ed.D.** is a consultant with Research for Better Teaching and has conducted extensive workshops as a trainer for the Massachusetts Elementary School Principals' Association and the National Association of Elementary School Principals in the areas of leadership, group process, and fiscal and organizational development. Dr. Chapman was a practicing school administrator in Massachusetts for over 20 years. He also currently serves as the lead facilitator for the MESPA Certification Program. He has been a full-time consultant with school districts across the state and nation for the last fifteen years.

#### All information must be included

Name \_\_\_\_\_  Member  Non-Member

School \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (School) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email (Required) \_\_\_\_\_

#### **FEE: \$420/per person for the series**

I will remit my payment in the amount of \$ \_\_\_\_\_

By the following method:  Check # \_\_\_\_\_  P.O.# \_\_\_\_\_  Visa  MasterCard

#### **Required for Credit Card Payment:**

Card # \_\_\_\_\_ Verification Code: Last 3 digits in signature box \_\_\_\_\_

Signature \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Name on Card (please print) \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### **Fax or Mail Registration Forms to:**

MESPA Education and Technology Center,  
28 Lord Road, Suite 125,  
Marlborough, MA 01752  
Phone: 508-624-0500 Fax: 508-485-9965

#### **CANCELLATION POLICY**

A fee of \$50 per-person will be assessed for cancellations made less than 48 hours prior to the start of the workshop. Registrants who fail to cancel will be assessed the full amount of the workshop.

Incliment weather: Call 508-624-0500 x 555 for possible cancellation notices.