

# First Time Campus Administrator Academy

Year Two 2007–2008

- *Transition successfully from manager to instructional leader*
- *Gain valuable leadership skills to use throughout your career*
- *Boost your effectiveness in increasing student achievement*

## Federal, State, and Instructional Programs

Friday, December 7, 2007

Workshop #CF71207-K21

In this hands-on session participants will receive an overview of several student support programs offered at the state and federal level, English Language Proficiency, Bilingual, Special Education, as well as core curriculum programs such as Social Studies, Language Arts, Science, and Math. Learn how the issues administrators face regarding these programs, such as changes and trends, impact campus planning.

## Data Driven Decision Making

Thursday, April 3, 2008

Workshop #AD80403-Q02

Now we have the data, how do we use it for planning purposes? This session will provide opportunities for school leaders to develop an awareness of the ways to use data to guide instructional decision-making and increase student achievement on their campuses. Participants will identify ways to evaluate the effectiveness of instructional and intervention programs that address student achievement gaps and interpret data from a variety of sources—PEIMS, AEIS, AYP—for use in short and long range planning.

## Managing the Master Schedule Maze

Tuesday, October 23, 2007

Workshop #AD71023-Q02

Building a master schedule can be difficult, time-consuming and oftentimes leave you feeling lost. This course is designed to help you find your way through the maze of bell schedules, course offerings, projected enrollments and class loads. Participants will learn the processes to build a master schedule with the fewest number of conflicts as possible. Information is presented in a general format with case specific examples for elementary, middle, and high school.

## Budget Fundamentals

Wednesday, November 7, 2007

Workshop #AD71107-Q02

Mastering the basics of school bookkeeping is an essential skill for the principalship. Yet, even the most competent administrator can be tripped up by accounting procedures. In this session, participants will develop an understanding of the principles and procedures for receiving and spending school funds. Fiscal management issues are discussed at the school level and participants will learn the basic accounting processes that are the responsibility of the principal. Hands on activities involving school activity funds provide the participant with the concepts and vocabulary necessary to communicate effectively with the school bookkeeper or central office accountants.

*Admission is included to the ESC-20 annual School Law Conference - January 25, 2008 #AD80125-Q02, Motivation/Burn-Out Prevention - May 5, 2008 #CF80505-K21, and the Navigating the Course of Change Academy (TBA).*

*All sessions will be held in the ESC-20 Conference Center, 1314 Hines Ave., San Antonio, TX.*

## Registration

Please register using iLearning, ESC-20's online centralized registration at: [www.esc20.net](http://www.esc20.net). No fee for Members of the First Time Campus Administrator Academy. When registering on iLearning, please type "FTCAA" in PO line on the 'Payment Details' screen.

## Contact Information

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