



Yikes, What Have I Gotten Myself Into? First Years: A Guide to Administration

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There are other job options...

- You don't HAVE to be an administrator...

Number one rule

- Follow up and Follow through



Rule Number 2

- Follow up and follow through



**Everything
communicates.**



**Walk the
talk.**



**Actions speak
louder than words.**

Number Two Rule

- Follow up and Follow through



Rule Number 2 bears
repeating!

- Follow up and
follow through

Learn to delegate

- If something can be done 80% as well as you could do it, give the job away.

You will encounter “The way we do things”

- If things need to be changed...change them but do it this way
- Realize ineffective practices are hard to change
- Be patient but persistent (tenacious!), with cheerful, up beat, happily contagious face-to-face contact
- Work on it everyday, week after week, month after month until the new practices are “the way we do things



Only plan about 4 hours of
work

Set the stage

- **Always** greet the parent at the door
- Say, “Thanks for making time to meet with me”
- Offer something...water, tea, coffee, homemade cookies? (The law of reciprocal giving)
- Have the parent facing something pleasing to look at (their child??)
- You face something encouraging (A beloved quote? Encouraging poster?)

YOU
so have
what it takes.

The Universe

Communication

- 7% is what we say
- 38% is our tone
- 55% is our body language



Identify the “we”

- When parents, (or anyone) says “we” should do this
- Identify the “we”
- Because it always means YOU should do it.
- Your job is busy enough and you do not need to take more on
- You certainly can identify your part in the idea and move forward

Always “recap”

- After a meeting with parents
- Identify what people said... “I heard you say these things”
- You will do _____
- I will do _____
- We will meet again _____ (if follow-up is needed)



Work and
not work



Clean Up!



You do not want parents view
of your office to see clutter.

Stop *Multi-tasking*



Set up a work routine



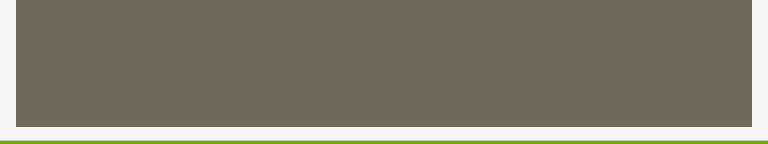
Schedule important meetings
early in the day



Always take notes

Stop doing all the talking

- Let your silence do the heavy lifting...slow down and listen



Encourage your teachers
to embrace the brain-body
connection
Move it or lose it

Do the best... first

**27% raise in student
achievement if they know
what they will learn before
the lesson begins**



Start at the beginning...

**32% raise in
engagement if
students are
greeted at the
door**

Your Administrative Asst. should...

- Never let you get blindsided.
- She/he should ask for a brief agenda for a meeting requested.

I am really looking forward to another fantastic year at ____! In anticipation of that joyful experience for all of us, I like to keep the lines of communication open. I believe in positivity, so if and when you are happy with what a teacher, staff member or your child is doing...tell her or him. That positive reinforcement goes a long way in the life of a person whether she or he is big or small. However, if a problem does arise I am an advocate of “nipping things in the bud”, so small problems do not become big problems. If you have a question, don't ruminate over it, ask your child's teacher. The communication lines will be open for any parent who needs answers to any questions. I am available to you as well. I am asking you to honor the wonderfully caring teachers here by following, what I call, “the chain of command”. Contact the individual teacher right away with questions or to clarify information. I will be in and out of classrooms everyday so if you need to contact me please feel free to call ____ at ext. ___ to set up a time to meet. She will ask you to provide a short agenda so we can hit the ground running when we talk.



Start some programs that are
uniquely your own

Gathering information

- Always ask the teacher, “What have you done already.”
- Do not do more of what did not work the first time.
- It is the teacher’s job to do something differently and you can help.

Realize there are four groups on a Faculty

- **The climate busters**...they burst the balloons of happiness, enthusiasm and effort
- **The climate manipulators**...they are the rumor mill and pit one group against another
- **The climate cruisers**...harmless, have the same routine, park in the same spot, carry the same bag, classroom is always the same
- **The climate improvers**...these are your movers, shakers, and innovators. Watch them closely. They can burnout easily without your support

Percentages of change

- About 5 % will embrace a new idea right away
- 25% will slowly adapt and accept
- 60% will “wait and see” but eventually move along (if it works to her/her advantage)
- 10% will never accept, don't waste your time pushing water uphill!

Work with the critical mass

- And reward those who forge ahead.
- Take your job seriously and yourself lightly
- Don't spend time trying to pin Jello to the wall