

Education Planning And Administration

This practical, easy-to-read guide explains the “why,” “What,” and “how” of school finance to those who need to understand the fundamentals of financial management. It allows readers to make the kind of informed, effective decisions that serve both the student body and the school's bottom line. Coverage incorporates the history of school finance and the changes that have come about in recent years; aligns its content to the most recent NCATE standards; and provides enough of the “nuts and bolts” of financing to ensure that the reader will easily grasp the subject. An expansive Resources for Administrators section at the end of the book provides the numerical standards used by all state Departments of Education and a comprehensive glossary of specialized financial terms make this book an excellent resource. A must-have desk reference for administrators in all facets of the education system. This book is also useful for those who sit on Education Boards, as well as those who make decisions about their community's use of resources. The bestselling Educational Administration: Concepts and Practices has been considered the standard for all educational administration textbooks for three decades. A thorough and comprehensive revision, the Seventh Edition continues to balance theory and research with practical application for prospective and practicing school administrators. Chiefly articles selected from past issues of Prospects, published between 1984 and 1991.

This work analyzes the relationship between educational planning and the law, and provides the planner or administrator with invaluable tools for the elaboration and implementation of policies and reforms. The author presents the legal aspects of the different elements that make up the school system, and studies them in the context of the types of problems encountered by educational planners today. Several topical themes, such as decentralization and its administrative consequences, are looked at in particular detail. The study deliberately concentrates on countries that belong to the civil law tradition, thus complementing a previous title (n 46) in this collection on the common law countries. This text in ABL's new Educational Leadership series from Peabody College covers historical and current trends in leadership in a very practical way, using cases and a problem-solving approach as vehicles for examination. The text was developed by a leading scholar in educational leadership as part of a series from one of the leading schools of education in the world. It has a strong basis in current research, and easy-to-use, intuitive features. It strikes an effective balance between the informational and the pedagogical. It covers trends (both historical and current) in educational leadership. The “Modern” approach of this book explores professional challenges, performance expectations, and operating conditions encountered by contemporary American school leaders. The case studies and interactive pedagogy make this a very practical text.

The Peer Power Program is a peer training program designed for middle, high school, and higher education students, focusing on 8 core skills: Attending, Empathizing, Summarizing, Questioning, Genuineness, Assertiveness, Confrontation, and Problem Solving. Through a series of exercises, games, and self-awareness techniques, youth and adults involved in the program can gain the basic communication and mediation skills necessary to effectively help their peers. An overview of peer helping, Peer Programs explains the value of and techniques for helping non-professionals learn to help others one-on-one, in small groups and in groups of classroom size. Intended to be of use to those responsible for planning, implementing and/or administering peer programs, this text should also convince those who are not directly involved that peer helping is a worthwhile undertaking – reducing drug and alcohol abuse, dropouts, violence and conflict, HIV and AIDS, pregnancy, stress and negative peer pressure. New features of this edition include: updated rationale for peer programs updated highlights from current evaluation added professionalism- CPPE. Certified Program, Programmatic Standards, Rubric and others CD of forms to customize for all phases of the Peer Program step-by-step guide of new and current programs This book is an indispensable guide for learning important aspects of training peer helpers and as a resource book for a wide range of professional peer helpers, such as: administrators; managers; teachers; counselors; ministers; religious educators; social workers; psychologists; human resource personnel and others in the helping professions.

The field of education has experienced extraordinary technological, societal, and institutional change in recent years, making it one of the most fascinating yet complex fields of study in social science. Unequaled in its combination of authoritative scholarship and comprehensive coverage, International Encyclopedia of Education, Third Edition succeeds two highly successful previous editions (1985, 1994) in aiming to encapsulate research in this vibrant field for the twenty-first century reader. Under development for five years, this work encompasses over 1,000 articles across 24 individual areas of coverage, and is expected to become the dominant resource in the field. Education is a multidisciplinary and international field drawing on a wide range of social sciences and humanities disciplines, and this new edition comprehensively matches this diversity. The diverse background and multidisciplinary subject coverage of the Editorial Board ensure a balanced and objective academic framework, with 1,500 contributors representing over 100 countries, capturing a complete portrait of this evolving field. A totally new work, revamped with a wholly new editorial board, structure and brand-new list of meta-sections and articles Developed by an international panel of editors and authors drawn from senior academia Web-enhanced with supplementary multimedia audio and video files, hotlinked to relevant references and sources for further study Incorporates ca. 1,350 articles, with timely coverage of such topics as technology and learning, demography and social change, globalization, and adult learning, to name a few Offers two content delivery options - print and online - the latter of which provides anytime, anywhere access for multiple users and superior search functionality via ScienceDirect, as well as multimedia content, including audio and video files

"This text continues to be the foremost guide for effective planning, organizing, and managing every facet of programs in physical education and athletics. The Fourth Edition features an abundance of up-to-date information for the twenty-first century administrator on such topics as:

curriculum standards and trends; state-of-the-art building security; legal liability and risk management; facilities planning and construction; Equal Opportunity, Affirmative Action, and Title IX legislation; and management/leadership styles and theories." "The authors stress the importance of determining one's own personal management philosophy. They emphasize the increasing importance of computers and other technology in program planning and evaluation, budgeting, scheduling, public relations, office management, intramurals, and other applications. The book provides expanded and updated treatments of human-resource management, policies and procedures, eligibility issues and drug testing, events planning, fitness testing, and instruction for disabled students." "Helpful Web sites appear at the end of each chapter to facilitate further research and study. The appendices provide a comprehensive list of professional organizations and periodicals, a detailed facility-planning checklist, physical education curriculum evaluation criteria, the AAHPER code of ethics, and the Society of State Directors of HPER position statements on extra-class programs and interscholastic athletics."--BOOK JACKET. Title Summary field provided by Blackwell North America, Inc. All Rights Reserved

Because schools must operate in a changing environment, administrators must plan accordingly. This comprehensive handbook provides a solid theoretical base as Sybouts draws on systems theory to develop effective approaches to strategic and operational planning in education.

This book addresses a problem crucial to the implementation of education for all. In sparsely populated or remote areas classes where a single teacher is responsible for several grades can make a big contribution and countries in Europe and North America were able to achieve universal primary education largely through multigrade schools. Many countries in Latin America and Asia are achieving success with this approach, which is increasing enrolment, improving performance and reducing absenteeism in rural areas. In India, two thirds of primary schools are multigrade. However, while multigrade classes could be a solution for educating rural people in many African countries, governments tend to focus on improving conventional schools, often leaving the development of multigrade schools to local initiative. For this reason, multigrade schools in rural Africa tend to show poor results, which in turn give them a negative image.

The object of this paper is to raise some questions about the relationship between personnel policies and policies for training administrative personnel in the educational part of the public service in developing nations. The paper first examines personnel policies in order to indicate some of the issues that are relevant to training policy. Three elements are examined--recruitment and selection, pay and incentives, and work arrangements. The paper then considers training policies with particular reference to the organization. One technical constraint is that ministries of education and other bodies concerned with the estimation of needs for training and the organization of the supply of it may not be in a position to organize a comprehensive strategy for training. (Author/IRT).

In the seven chapters of this book, first published in 1991, the topics of planning and creativity as they apply to the management of academic libraries are discussed fully, with specific examples and detailed guidelines. Topics such as involving all members of the library staff in decision making and encouraging creativity in an unstable work environment

