



Themes

Purpose

New Administrator Institute (NAI) provides an invaluable opportunity for first-year administrators to engage in practical and relevant learning in a cohort atmosphere. The learning experience is designed for novice leaders to learn together and from each other so that all will gain a deeper understanding of leadership skills. The aim of the institute is to provide real-time soft skills in leadership.

Benefits

New administrators engage in relevant learning opportunities resulting in increased understanding of managing relationships and growing people. They gain confidence in minimizing and navigating conflict, resulting in more time to focus on the "main thing." They walk away with both a better understanding of who they are as a leader and the confidence to lead effectively.

Program Design

The development of the curriculum brought together a core group of experienced campus administrators from across the district. The group issued strong recommendations that NAI be organized in a manner that allowed first-year administrators opportunities to engage in practical and relevant learning in a cohort atmosphere with the aim of providing real-time soft skills in leadership. As such, the content is organized into four interlocking themes: Self-Awareness; Impact & Influence; Resource Management; and Communication.

Expectations

NAI is a year-long institute and attendance at each of the six (6) planned meetings is essential. Each meeting builds upon the next.

Selection

NAI serves as an element of onboarding for new administrators. Those hired prior to the end of first semester are automatically enrolled while those hired during second semester join the following school year.

Self-Awareness

As leaders, becoming more self-aware, and subsequently recognizing our strengths, weaknesses and hidden biases, we are best suited to gain the trust of those we lead and supervise, and in turn, increase our own credibility.

Impact & Influence

The ability to influence is an essential leadership skill. To influence is to have an impact on the behaviors, attitudes, opinions and choices of others. A leader's ability to influence others is grounded in trust; in fact, our influence expands in proportion to the amount of trust that exists in a relationship.

Resource Management

Resource management is the process of pre-planning, scheduling, and allocating your resources to maximize efficiency. Leadership is not a solo act. Within schools, leadership is most effective when it's distributed among a team of individuals with different skillsets and experiences to spark and sustain a school-wide culture of learning and improved outcomes for staff and students.

Communication

In terms of communication, Brené Brown reminds us that "clear is kind; unclear is unkind." Matching your words to your actions is part of developing integrity, and seeing communication as an essential leadership capability, rather than just a set of techniques, is the hallmark of strong leadership.