Jenifer Dackermann

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Kenneth C. Baker

Ohio Association of Secondary School Administrators

Pre-presentation Questions:

1. SB5 is viewed unfavorably by the majority of teachers in Ohio. What is the OASSA’s official opinion on SB5?
2. What do you feel are the biggest hot button issues facing education and educators in Ohio currently and in the near future (1-5 years)?

Post-presentation Summary:

**Standard 2:** A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Mr. Kenneth C. Baker from the Ohio Association of Secondary School Administrators presented today on a variety of insights and tips for prospective or new principals. Mr. Baker has many years of experience as a successful high school principal which gives his insights validity. There were so many useful pieces of information and wisdom in Mr. Baker’s presentation that it is hard to fully summarize everything so this summary will focus on a few of the main ideas that Mr. Baker included in his speech.

The three “C”s of administration are capable, contribute, and connected. An effective administrator will ensure that all staff feels capable and equal; all staff will be made to feel like they contribute to the well-being of the building; and will encourage connections to and among staff and students. The key to a successful school is building relationships that allow the staff and the students to feel that they have a connection to the school because it is the hook that will make them want to be there and be productive.

An effective school administrator knows how to check their own professional attitude.

* Manners and civility is important, never lose your sense of humor and never lose your cool with parents or community members.
* The principal’s professional appearance sets the tone for the building; if you want your staff appearance to be professional you need to set the example.
* Success breeds success so always be ready to recognize your staff for their successes both publicly and personally.
* Never take the job or yourself too seriously.

An effective school administrator can establish trust and confidence in their staff.

* Let your staff know that failure is okay. Sometimes the greatest discoveries are made from the learning that occurs from failing.
* Setting goals that are outrageous can be very motivating even if the goal is only partially met.
* Learn to take difficult challenges and break them down into small steps so the challenges become more manageable (Elephant eating)
* Never underestimate the power of an “attaboy” note. Praise and recognition is a powerful motivation tool.
* Feed your mind and rejuvenate yourself so you are fresh and ready to take on the stress of work, and encourage your staff to do the same.

An effective administrator knows that you cannot run a school from behind a desk. Get up and go see what is happening in the school. Talk to your staff and be present in the hallways and classrooms. Ask questions and seek to understand the culture of the building through your own eyes and ears.

An effective administrator knows that memberships in professional associations are critical to their professional survival. Join and take advantage of the resources and networking that professional associations provide to their members.