

Principal and Vice Principal Management Toolbox Sessions 2020 – 2021

Registration information to be provided prior to each session

Topic	Management Toolbox	Student Support	Engaging, Involving & Supporting Support Staff	Student Support	Staffing Process Planning	Important Conversations	The Transfer Rounds	Student Support	Health and Safety
Date/Time	August 26 11:00am-2:00pm TEAMS	September 22 3:45-5:30 pm Location - TBA	October 20 3:45-5:30pm Location - TBA	November 24 3:45-5:30pm Location - TBA	January 26 3:45-5:30pm Location - TBA	February 16 3:45-5:30pm Location - TBA	March 9 3:45-5:30pm Location - TBA	April 6 3:45-5:30 p.m. Location - TBA	May 18, 3:45-5:30pm Location - TBA
Presenter(s)	Various Staff	Various Staff	Various Staff	Various Staff	Human Resources District Principals	Various Staff	Human Resources District Principals	Various Staff	Various Staff
Description	<p>Please feel free to attend just one or two of the presentations or all of them</p> <p>11:00am - 11:30 am – Privacy Primer</p> <p>11:30am - 12:15pm – Health and Safety: School Opening Information and Covid-19 updates</p> <p>12:15pm - 1:00pm – Human Resources: Tips and FAQs to start the year AND working with your staff committee</p> <p>1:15pm - 2:00pm – Student Support: Inclusion and Covid-19 – working with itinerant staff and allocating resources</p>	SSUP referrals, including the new LC referral. SPED designations and Ministry compliance; Collaboration requests, Physician Liaison & Facility Liaison	Learn about some best practices in helping support staff in your school feel they are an integral part of the school. Discuss ways to make the most of their expertise & knowledge about students and the school. The members of our support staff play very important roles in our buildings and this session will discuss the many ways we can work together. The planning team for this session includes school principals, an EA, a former school caretaker, a school clerk and HR staff.	Student and Parent Engagement, Attendance (if applicable), Responding to challenging behavior (eg, Connect Parent, Low Arousal, FTF, and alternatives to suspension)	Steps and great ideas will be shared by the human resources district principals to help you prepare for staffing in your school.	Important Conversations – how to organize them, how to have them	Human Resources staff will help you with learning how the transfer rounds work.	Processes and key resources that guide your work as you plan for inclusive education programming in the upcoming school year (eg. CUPE continuity requests, ABA SW requests, student support needs evaluations, transitioning, retention).	Health and Safety: COR audits, Committees, and other guidelines for PVPs