

## Workshop for Aspiring Elementary, Middle & High School Principals

### "PREVIEWING THE PRINCIPALSHIP"

Friday, March 2, 2018 – PA Principals Association, Summerdale, PA

### "GETTING THE JOB-DONE RIGHT"

Saturday, March 3, 2018 – PA Principals Association, Summerdale, PA

#### REGISTRATION FEE - \$175.00 FOR EACH WORKSHOP

*(Originally \$200.00, but are now being discounted through a grant from the Horace Mann Companies)*

Both days begin at 8:00 a.m. with registration & refreshments.

Sessions begin at 8:30 a.m. – lunch provided, 11:30 a.m. – 12:30 p.m. - session resumes 12:30-3:30 p.m.

Principal Presenters:     **Dr. Annette Spagnolo, Principal, Elizabethtown Area S.D.**  
                                   **Jacqueline Clarke Havrilla, Principal, Spring-Ford Area S.D.**  
                                   **Mr. Richard Houseknecht, retired Principal, Pennsbury S.D.**

### "PREVIEWING THE PRINCIPALSHIP"

Presented since 1990 (with updates regularly) by NAESP state affiliates, this workshop continues to receive outstanding reviews. Participants explore the peaks and valleys of a principal's day-to-day life by prioritizing typical tasks from a principal's in-basket and analyzing a log of daily activities. They review statistics and studies about the current roles and responsibilities inherent in K-12 school leadership, examine and affirm their own professional talents and interests and map personal career plans. Rated most valuable among the daily activities is the opportunity to interact with a panel of successful principals who share their own experiences as administrators and respond to questions from workshop participants. Teachers and resource personnel identified by their principals to participate in this enriching opportunity have a head start on becoming capable leaders of tomorrow's schools.

### "GETTING THE JOB-DONE RIGHT"

Getting the Job-Done Right! Developed at the request of NAESP's State Affiliates, this workshop is designed as a follow-up for persons who have participated in Previewing the Principalship or who already have some administrative experience or training. Workshop activities focus on how to develop an effective resume, assemble a professional portfolio, and develop strategies for a winning interview. Through examination of credentials and resumes of hypothetical candidates, participants learn to identify what should and should not be included in their own resumes and portfolios, as well as which formats will best showcase their experience, skills and abilities.

As in the first workshop, a panel of outstanding principals provides guidance - this time through a simulated interview and interactive debriefing session. Aspiring principals, who left Previewing the Principalship convinced that this is the career they want, will leave Getting the Job-Done Right! with enhanced skill for pursuing this important professional goal.

**Hotel Accommodations:** If hotel accommodations are required, please call the Holiday Inn Express & Suites Harrisburg West at **717-732-8800** and reference a group block under the PA Principals Association. They are located at 2055 Technology Parkway, Mechanicsburg, PA 17050. Please reserve your room before the cut-off date of **Wednesday, February 21, 2018** for the March 2 & 3, 2018 session.

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## REGISTRATION FORM

**"PREVIEWING THE PRINCIPALSHIP"**

Friday, March 2, 2018

**"GETTING THE JOB-DONE RIGHT"**

& Saturday, March 3, 2018

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NAME: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

FULL SCHOOL ADDRESS: \_\_\_\_\_

SCHOOL PH: (\_\_\_\_\_) \_\_\_\_\_ HOME PH: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_ \*EMAIL: \_\_\_\_\_  
(\*Must have for confirmation)

**For Act 48 Hours:**

PP ID# \_\_\_\_\_ *(must provide if Act 48 hours are to be reported)*

**REGISTRATION DEADLINE:**

*Deadline for the March 2 & 3, 2018 workshop is **Friday, February 16, 2018***

**REGISTRATION FEE: \$175.00 each workshop**

\_\_\_\_ PREVIEWING THE PRINCIPALSHIP Date Attending \_\_\_\_\_

\_\_\_\_ GETTING THE JOB-DONE RIGHT Date Attending \_\_\_\_\_

\_\_\_\_ I am enclosing my check for registration made payable to **"PA PRINCIPALS ASSOCIATION"**.

\_\_\_\_ I will use a district PO # \_\_\_\_\_ dated \_\_\_\_\_ and  
you may send an invoice to my school district at the following:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mail registration form with check or purchase order to:**

**PA PRINCIPALS ASSOCIATION, Attn: Stephanie Kinner  
122 Valley Rd., P.O. Box 39, Summerdale, PA 17093 or FAX to (717) 732-4890.**

***\*Should participants attending the workshops have any questions,  
please contact Stephanie Kinner at [kinner@papincipals.org](mailto:kinner@papincipals.org).***