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Information and updates will be available on First Class and the eCentre Calendar. This booklet is available on the Board Website under Staff/Leadership. For information, contact Patti McCleister, Training and Development Officer, 519-756-6306 ext. 281152. Email: [patti.mccleister@granderie.ca](mailto:patti.mccleister@granderie.ca)



## Career Leadership Map

Opportunities in your field and beyond....

### Teacher Leadership

- Admin. Designate
- Secondary Department Head
- Union Steward
- Health and Safety Rep
- Mentor
- PLCs
- Literacy Lead Teacher
- Math Lead Teacher
- Division Chair
- Learning Resource Teacher
- Teacher Librarian
- Project Chair
- Committee Chair
- Associate Teacher

### Instructional Leadership

- Itinerant Literacy/Numeracy Coach
- Literacy/Numeracy Consultant
- Program Co-ordinator
- Principal Leader of Literacy/Numeracy
- New Teacher Mentor
- System LRT
- System EA
- Special Education Consultant
- Special Education Co-ordinator
- Manager of Support Services
- Principal Leader of Special Education
- School to Work Officer
- Student Success Consultant (Elementary and Secondary)
- Principal Leader for Student Success

### School Administrative Leadership

- Vice-Principal
- Principal
- Principal Leader

### Operations Leadership and Management

- Transportation Officer
- Training and Development Officer
- Planning Officer
- Health and Safety Officer
- Health and Disability Officer
- Custodial Team Leader
- Maintenance Team Leader
- Office Supervisor
- Co-ordinator of Human Resources
- Supervisor of Purchasing
- Supervisor of Information Technology
- Supervisor of Transportation
- Executive Supervisor of Student Services
- System Research Leader
- Manager of Communications
- Manager of Business Services
- Manager of Information Technology
- Manager of Human Resources
- Manager of Facility Services
- Assistant Manager of Facility Services
- Leadhand - Maintenance
- Leadhand - Custodial
- Head Custodian

### Senior System Leaders

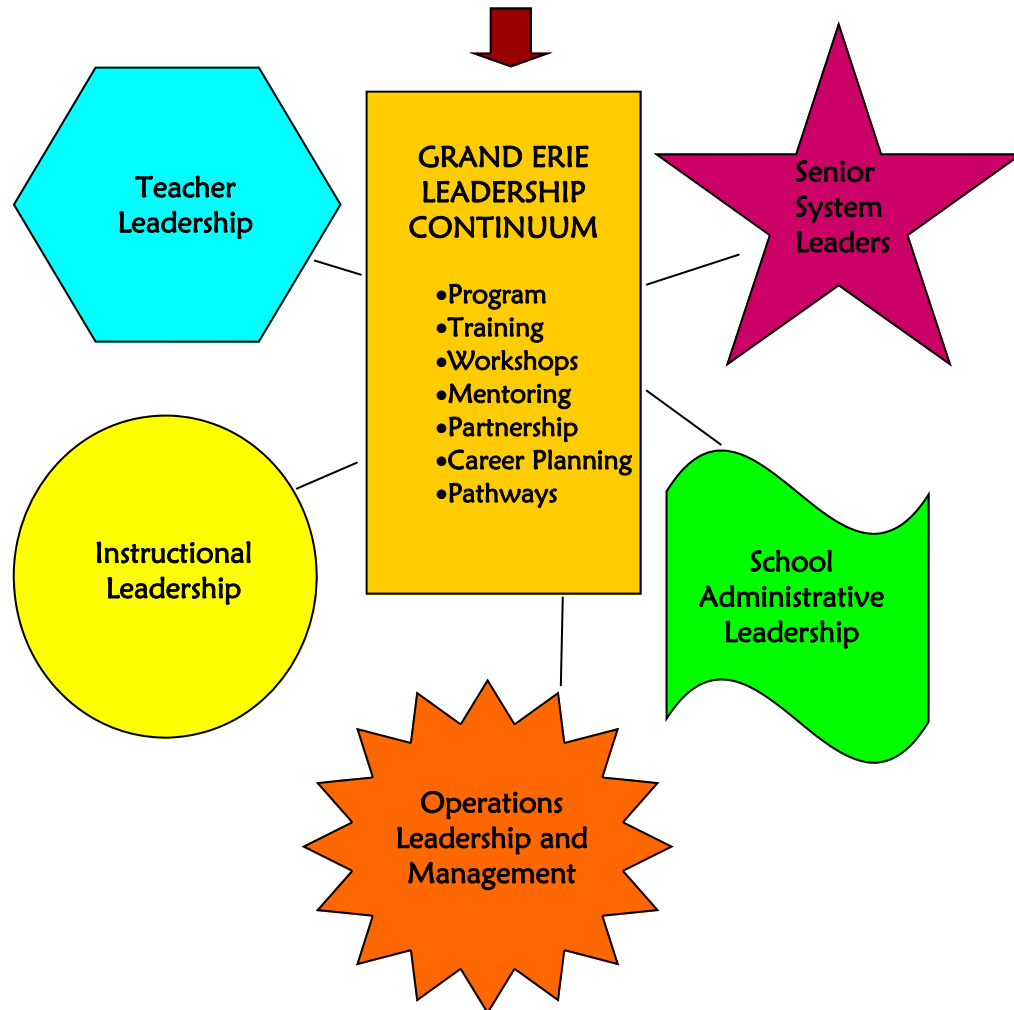
- Superintendent of Education
- Superintendent of Business
- Director of Education





GRAND ERIE DISTRICT SCHOOL BOARD  
System Leadership Continuum

LEADERSHIP CAREER MAP



**SO YOU WANT TO GET INVOLVED?  
HERE'S HOW...**

If you find a program that interests you and you want more information, email or call one of the contacts below. Registration information will be outlined with each program description.



**Learn about yourself...  
Continue to learn...  
Learn how to be a leader  
where you are now  
and where you want to go.**

**Contacts:**  
Patti McCleister, Training and Development Officer,  
(519)756-6306 ext. 281152  
patti.mccleister@granderie.ca  
or  
David Pyper, Superintendent of Education  
david.pyper@granderie.ca

**Enjoy your leadership experience.  
You never know where it will take you!**





### What Leadership Means to Grand Erie ~

Leadership is a key element for Grand Erie in achieving its vision of Growing Excellence and Inspiring Success. Strong leadership which is aligned to our vision, mission and values will help to ensure that our students continue to reach their potential. Leadership in Grand Erie starts in the classroom, the school office and the custodial room and ends in the office of the Director of Education. We all have a responsibility to lead towards improved practice and improved learning. The Grand Erie Leadership Continuum is a vital support to ensuring strong leadership growth in our Board. Come and join in the journey!



### Goals of the Leadership Program ~

- Develop effective succession planning at all levels of the organization.
- Define pathways and criteria for all leadership positions.
- Ensure that leadership training clearly aligns with the stated mission, priorities and objectives of the Board.
- Develop a high quality of leadership expertise.
- Ensure a high standard of accountability in all leadership roles.
- Provide continuing professional development to support leaders in continuously improving practice.
- Encourage leadership opportunities for all staff.



### ADDITIONAL PROGRAMS FOR STAFF

#### COVEY MAXIMIZER

One-day refresher for those who have completed Covey 7 Habits of Highly Effective People. April 29, 2009 at the TRC. Registration on eCentre #7885. Contact: Patti McCleister

#### EMOTIONAL INTELLIGENCE: TAKING CARE OF BUSINESS - EVERYDAY

EI is defined as our ability to recognize, understand and use emotions to understand ourselves, cope with others and manage environmental demands. EI helps predict and determine our success in life and as a leader. Participants will receive information about their emotional intelligence using a confidential self-report inventory (EQ-i). April 9, 2009, 8:30 a.m. - 3:30 p.m. at the TRC. Open to all interested staff. Registration on eCentre #7884. Deadline March 9, 2009. Contact: Patti McCleister

#### “THE COURAGEOUS LEADER”

Deborah Kimmett, corporate trainer and Governor General Award nominated author, will present a dynamic communication workshop, an energizer and a thought-provoking keynote address. Her “Wit With Wisdom” is the result of 25 years of speaking to organizations, conferences and theatres. She steps into her clients’ shoes and makes them realize how resilient they are. She has taught thousands of people how to gain a new perspective on their work lives through laughter. May 21, 2009, 9 a.m. - 3 p.m. at New Covenant Church. Release time is not available for this workshop. Registration on eCentre #7878. Deadline May 15, 2009. Contact: Patti McCleister.

#### POP - PRINCIPAL’S QUALIFICATION PROGRAM (Provided by OPC)

Parts 1 & 2 - Fall, Winter/Spring and Summer depending on registration. Grand Erie provides a partial tuition grant of \$500. upon completion. Contact: Joann Alho.





**ADDITIONAL PROGRAMS FOR PRINCIPALS & VICE-PRINCIPALS:**

**GrEAT PD SESSIONS**

- Parent Engagement with Dr. Betty Boulton - November 4, 2008, Greens at Renton
- Hot Topics - Mini-Conference - January 9, 2009, Brant Park Inn
- Assessment, Evaluation and Reporting - February 12, 2009, New Covenant
- Impact of Facility Condition on Student Learning with Dr. Lance Roberts - April 6, 2009, Gateway Church

**WALK-THROUGH TRAINING PROGRAM**

To provide principals & vice -principals with strategies for using a structured classroom walk-through program with reflective feedback as a vehicle for maximizing student achievement.

**GrEAT CONFERENCE 2008, Nottawasaga Inn Conference Centre - October 2/3, 2008**

“High Stakes...Big Gains - Supporting and Sustaining Differentiated Instruction”, Carmel Crevola, internationally renowned expert. For practising administrators and system managers. Come away with strategies that meet the needs of your school.

**MASTERS IN EDUCATION - THROUGH BROCK UNIVERSITY - HELD AT THE TRC**

Practice-based research. Taught by a team of professors. New cohort offered through Brock starts Summer 2009. Nipissing Program being developed in Brantford. Contact David Pyper.

**OPC TRAINING OPPORTUNITIES**

“Shades of Grey”, Role of the VP, November 13, 8:30 a.m. - 3:30 p.m., TRC.

Register on eCentre #7877. Deadline Nov. 7.

“The Juggling Act” - December 2, 8:30 a.m. - 3:30 p.m., TRC

Register on eCentre #7881. Deadline Nov. 26.

ODYSSEY CONFERENCE - “Innovative Instructional Leadership” - November 20 - 22, 2008, Sheraton Centre, Toronto. To register: [www.principals.ca](http://www.principals.ca)

**SENIOR SYSTEM LEADERSHIP MENTORING** - Available mentor opportunity by system

Superintendents for those considering a senior leadership role in the board.

Contact David Pyper.



**Leadership Gala**  
**Leadership Program Kick-off**  
**for ALL Staff**



**October 9, 2008**  
**4:00 - 6:30 p.m. (program starts at 4:30)**  
**Sanderson Centre**  
**88 Dalhousie Street, Brantford**  
**(Parking in the Darling Street lot behind the theatre)**

Come to this info night - meet your colleagues and other aspiring leaders.

Presenters from clerical, facilities, IT, academics, administration, unions, Special Education and GEMST.

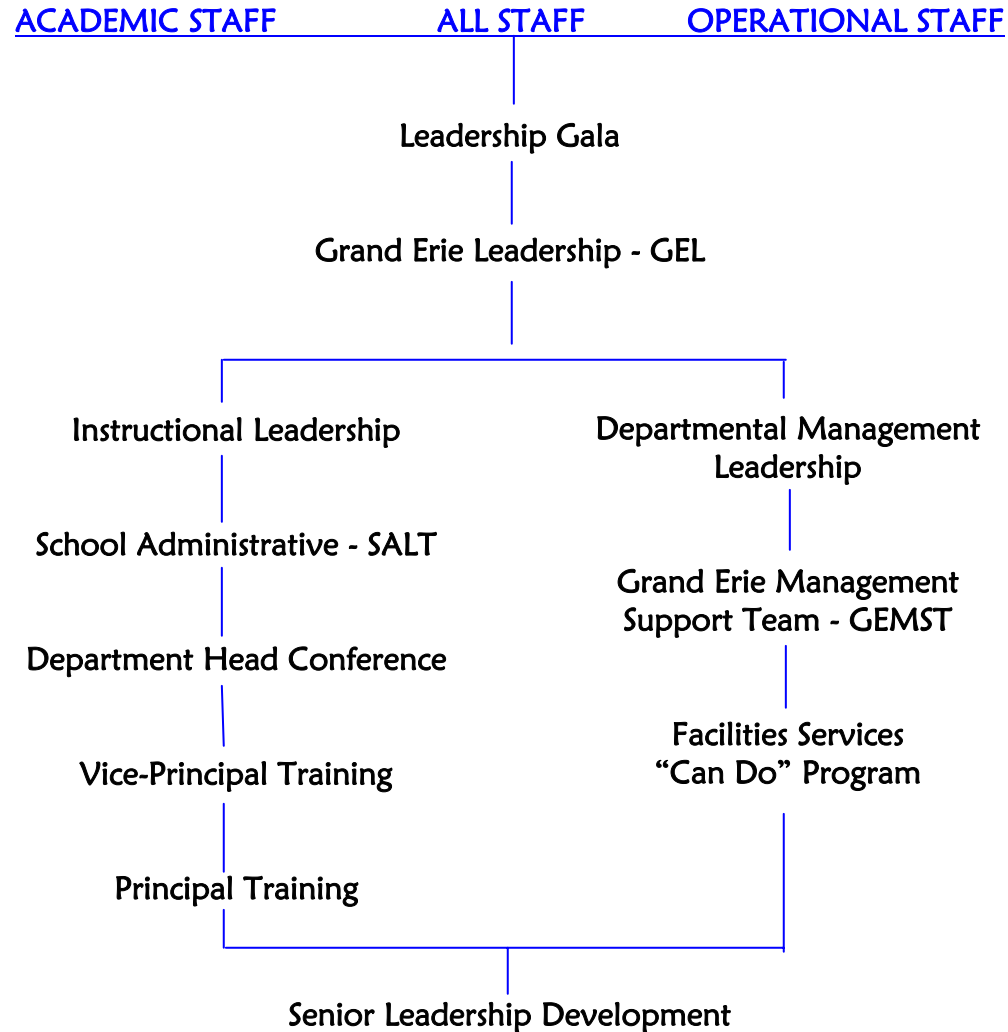
Mix and mingle during the gourmet reception. Cash bar.

**Please register on eCentre #7868 by Monday, September 29**

***P.S. Spread the word...bring a co-worker or two!!***



## GRAND ERIE LEADERSHIP AT A GLANCE



## NEW PRINCIPAL TRAINING

**AUDIENCE** - compulsory for all new principals

**GOALS** - Provide perspective on policy and procedure requirements. Provide answers/directions to questions of new principals. Develop support network. Build leadership capacity in role of school principal.

**REGISTRATION:** Automatic for all new principals.

Session	Location/Date	Outcome
Setting Leadership Direction	September 18 2 - 4 p.m. Five Oaks, Upper Room	Setting direction.
Human Resources Finance	October 23 1 - 4 p.m. Board Office	Understanding HR/Finance requirements for principals.
Facilities Health & Safety	November 20 1 - 4 p.m. Board Office	Understanding Facilities/Health & Safety requirements for principals.
Covey Leadership Training (New Program) Part 1	January 22 1 - 4 p.m. TRC	Introduction to the application of Covey to leadership capacity.
Responding to New Principal Questions and Needs	February 26 1 - 4 p.m. NSSC Simcoe/Norfolk Rooms	Identify areas of need and questions to resolve. Resolutions obtained.
Covey Leadership Training Part 2	March 2 9 a.m.- 4 p.m. TRC	Continuation of Covey Leadership capacity.
Responding to New Principal Questions and Needs	April 30 1 - 4 p.m. Five Oaks, Upper Room	Identify areas of need and questions to resolve. Resolutions obtained.
Covey Leadership Training Part 3	May 14 1 - 4 p.m. TRC	Completion of Covey Leadership Training.



<b>NEW VICE-PRINCIPAL TRAINING</b>		
<b>AUDIENCE</b> - compulsory for all new vice-principals. Open to all other vice-principals.		
<b>GOALS</b> - Provide management training and leadership concepts. Develop support network.		
<b>REGISTRATION</b> - Automatic for all new vice-principals.		
Session	Location/Date	Outcome
Setting Leadership Direction	October 16 3:30 - 5:30 p.m. TRC	Setting direction as new administrators. Identifying the questions.
OPC Workshop: Legal Issues: "Shades of Grey"	November 13 8:30 a.m. - 3:30 p.m. TRC Register on eCentre #7877 by Nov. 7	Examines the relationship between the VP and students, parents, staff, unions, principal, senior admin.
Leadership Finances	January 15 3 - 7 p.m. NSSC - Simcoe Room	Understanding budget requirements for principals. Policy review. Identified questions answered.
Collective Agreements Health and Safety	February 19 3 - 7 p.m. TRC	Understanding Human Resources issues regarding collective agreements and Health and Safety policies.
Staff Supervision, Staff Discipline and Hiring	April 16 3 - 7 p.m. NSSC - Simcoe Room	Identify areas of need and questions to resolve. Resolutions obtained.
Curriculum Leadership	May 7 3 - 7 p.m. TRC	Understanding EQAO and Special Education. Walk-Through Training.



**LEADERSHIP PROGRAMS**

**Leadership Gala**

- for ALL Grand Erie staff interested in future leadership with the Board
- Information event highlighting many leadership roles across the system

**Grand Erie Leadership - GEL**

- Foundational leadership experience and training for system staff from all areas seeking to enter leadership training programs
- Includes Myers-Briggs assessment and Covey training programs

**GEMST**

- Professional Development for Grand Erie Management Support Team
- Professional support and training based on identified needs of non-union Board staff

**Departmental Management Leadership**

- Special programs planned by departments to meet the needs of their staff

**Facilities Services**

- Providing professional growth opportunities for Facility staff to improve teaching and learning environments in our schools.

**Secondary Department Head Conference**

- Annual professional training day for secondary department heads focusing on their work as instructional leaders

**Instructional Leadership Training**

- Focus on skills and capacity building for prospective instructional leaders
- Program includes application of skills in project format working with system curriculum staff
- Jointly presented by Board and union representatives

**School Administrative Leadership Training - SALT**

- Principal's Qualification Program Part 1 recommended (PQP)
- Specific focus on preparing instructional staff for role as a vice-principal

**New Vice-Principal Training Program**

- Required program for all new vice-principals
- Focus on development of specific management skills
- PLC format

**New Principal Training Program**

- Required program for all new principals
- Focus on specific management and leadership skills
- Self-directed learning in a PLC format





<b>GRAND ERIE LEADERSHIP - GEL</b>		
<b>AUDIENCE</b> - All system staff from any employee group who are interested in exploring the concepts of leadership and achieving professional and personal growth.		
<b>GOALS</b> - To identify participants' leadership within their current roles and explore leadership opportunities both personally and professionally.		
<b>REGISTRATION</b> - on eCentre #7874. Deadline Oct. 17. Release time available.		
Focus	Location/Date	Outcome
Defining Leadership, Personal and Professional	October 22 4:30 - 7:30 p.m. TRC	Participants identify where they are as leaders in their roles and explore opportunities.
Myers-Briggs: Self discovery	November 12 2 - 6 p.m. TRC	Understanding of personal data and application to current role.
Covey Maximizer for candidates who have taken Covey 7 Habits	November 26 8:30 a.m. - 3:30 p.m. TRC	Participants will review and re-energize material learned in Covey 7 Habits.
Covey 7 Habits of Highly Effective People Part 1	January 28 4:30 - 6:30 p.m. TRC	Understanding how to enhance personal and interpersonal effectiveness.
Covey 7 Habits of Highly Effective People Part 2	February 4 8:30 a.m. - 3:30 p.m. TRC	Developing strategies to achieve effectiveness.
Covey 7 Habits of Highly Effective People Part 3	February 11 4:30 - 7:30 p.m. TRC	Certification of Covey 7 Habits of Highly Effective People
Leadership - Consolidation and New Directions	March 25 4:30 - 7:30 p.m. TRC	Awareness of personal leadership goals and pathways in GEDSB.



<b>FACILITIES SERVICES PROFESSIONAL DEVELOPMENT</b>		
<b>AUDIENCE</b> - all Facilities Services staff who are interested in improving customer service and interpersonal skills and advancing their careers, including moving to positions of leadership within Facilities Services.		
<b>GOALS</b> - to improve the teaching and learning environment in our schools by improving facility-related support services and to provide professional growth opportunities for Facility staff.		
Focus	Location/Dates	Comments
"Can Do" Program: Customer Service Skills	As required, part of training for all new employees	Delivered by FS staff.
"Can Do" Program Team Building	TBD – usually on non-instructional days, voluntary.	Delivered by FS staff
"Can Do": Program Conflict Management Skills	TBD – usually on non-instructional days, voluntary.	Delivered by FS staff
"Can Do": Program Career Growth Planning and Interview Skills	TBD – usually on non-instructional days, voluntary.	Delivered by FS staff
Basic Caretaker Training	As required, part of training for all new employees	Delivered by FS staff, includes mentoring.
CUPE FS PD Day – Variety of Topics	March 18, 2009 at HSS – all day event.	
Facility Mechanic Apprenticeship Training.	When the program is available at Mohawk College.	Delivered through the Provincial Apprenticeship Branch and Mohawk College, 480 hours in school plus 6,000 hours work experience
Ontario Management Supervisory Skills Diploma	At the initiative of employees aspiring to move into supervisory rolls.	Delivered by area community colleges. Financial support to approved employees upon successful completion.





<b>SCHOOL ADMINISTRATIVE LEADERSHIP TRAINING - SALT</b>		
<b>AUDIENCE</b> - Targeting those candidates considering administration with PQP Part 1 complete (or commitment to completing in next 2 years).		
<b>GOALS</b> - To provide specific focus on introductory concepts in preparation for the role of vice-principal. To offer first hand view of the role of an administrator through job shadowing.		
<b>REGISTRATION</b> - On eCentre #7876. Deadline Oct. 31. Release time available.		
<b>Focus</b>	<b>Location/Date</b>	<b>Outcome</b>
Management and Staff Supervision	November 6 2 - 6 p.m. McKinnon Park SS	Understanding of time management, budgets and staff supervision.
Data and Assessment	December 4 2 - 6 p.m. TRC Computer Lab	Understanding of data management, assessment and computer applications.
Communication and Relationship Building	January 8 2 - 6 p.m. Board Office, Board Rm	Identifying communication, community relations and peer relationship skills.
Leadership	February 5 2 - 6 p.m. McKinnon Park SS	Knowledge of leadership, emotional intelligence and EAP issues.
Legal and Policy Issues	March 5 2 - 6 p.m. Board Office, Board Rm	Identify areas of need and questions to resolve. Resolutions obtained.
Instructional Leadership	April 2 2 - 6 p.m. Location TBA	Understanding curriculum, special education issues.
Evaluation and Review of Job Shadowing	May (Day TBA) 2 - 6 p.m. Location TBA	Opportunity to review the program and discuss job shadowing experiences.



**GRAND ERIE MANAGEMENT SUPPORT TEAM (GEMST)**

Two interesting programs have been planned for GEMST this year...

**Fall Program**

**Audience:** Members of the GEMST employee group

**Date:** October 30, 2008, 9 a.m. – 3 p.m.

**Location:** Salvation Army, Shellards Lane and Diana Street, Brantford

**Register:** Invitations will be sent by email. Please RSVP.

**Program:** Morning: “What’s New in the Zoo?”  
Director of Education Jim Wibberley and all Superintendents will give a BIG PICTURE view of key initiatives that affect all system operations. Make the connection by joining us for this fun and interactive session.

Afternoon: “Achieving Balance” with Krista Schaus, CPT, Defining Edge Fitness. Krista always engages her audience with energy and information for a practical approach to bringing balance to work and home life. A former OPP officer, Krista recently was a winner of the Canadian Body Building Championships. Be prepared for a very inspiring afternoon.

**Spring Program**

**Audience:** GEMST staff invite other interested GEDSB staff to share in this excellent program.

**Date:** May 21, 2009, 9 a.m. – 3 p.m.

**Location:** New Covenant Church

**Register:** On eCentre #7878. Deadline May 15.

**Program:** “The Courageous Leader”, with Deborah Kimmett, Corporate Trainer and Governor General Award nominated author . Deborah’s presentation will include a dynamic communication workshop, an energizer and a thought-provoking keynote address. Her “Wit With Wisdom” is the result of 25 years of speaking to organizations, conferences and theatres. She steps into her clients’ shoes and makes them realize how resilient they are. She has taught thousands of people how to gain a new perspective on their work lives through laughter.





## DEPARTMENT HEAD CONFERENCE

### “Talking Heads”

April 24, 2009

**Audience** - all Secondary Department Heads and teaching staff with positions of added responsibility in Grand Erie.

**Focus** - leadership training, instructional leadership, subject management, leadership and management skills, organizational skills, subject continuity assessment/evaluation.

**Registration** – on eCentre early 2009

**Structure** – Annual Conference held on a PD Day. Lunch provided.

**Program Topics Include:**

- Data and Assessment
- Communication and Relationship Building - relationships with staff as a whole, department morale, cross panel interactions, mentoring, and relationships with administration
- Leadership - how does being a Department Head prepare one for possible future leadership roles? (P/VP, Program)
- Legal – Department Head role
- Instructional Leadership - curriculum, character education, consideration of best practices
- Subject specific meeting time
- Professional dialogue
- PLCs



## INSTRUCTIONAL LEADERSHIP

**AUDIENCE** - A leadership development program for experienced teachers.

**GOALS** - To develop an understanding of the elements, purpose and focus of curriculum leadership at both the school and system level in ensuring improvement in student learning and achievement. To assist classroom teachers interested in curricular leadership by expanding their skills, talents, knowledge and confidence to take on a more active curricular leadership role.

**REGISTRATION** - on eCentre #7875. Deadline Oct. 20. Release time available.

Focus	Location/Date	Outcome
Communications and Adult Learning Theory	October 27 8:30 a.m. - 3:30 p.m. Salvation Army	Communications and presentation skills, practical approach to Adult Learning.
System Awareness and Data, Research and Assessment	November 13 8:30 a.m. - 3:30 p.m. NSSC	Understanding of System structures and roles. Practice using data.
Defining Your Project	January 12 1 - 3:30 p.m. TRC	Participants work with TCs and each other to define a project/presentation.
Finalize Project	February 10 1 - 3:30 p.m. OSSTF Office, Simcoe	Participants will fine tune their projects.
Trial Presentations	April 16 1 - 3:30 p.m. ETFO Office Brantford	Opportunity to showcase presentations to peers and TCs.
Final Program and Celebration Dinner	May 14 1 - 5 p.m. Dinner 6 p.m. Travelodge, Simcoe	Recognition of participation.

