

National Task Force on the Assistant Principalship

Purpose:

NASSP recognizes the importance and value of assistant principals; both those who are aspiring to be principals and those who spend their careers in the assistant's role. Therefore, establishing "The National Task Force on the Assistant Principalship for Middle Level & High School" is a priority for NASSP and aligned with our strategic goals.

This task force will focus on the professional needs of assistant principals and identifying ways NASSP can accomplish the following:

- Improve professional development for assistant principals.
- Deliver programs and resources to inform the day-to-day work of assistant principals as they manage the business of the school.
- Connect those day-to-day tasks to instructionally focused whole school collaborative leadership.

Specific Charges:

The National Task Force on the Assistant Principalship for Middle Level & High School will develop and submit to the Board of Directors for approval as the following deliverables:

1. A plan for a seminar series that includes both classroom based experiences and field experiences,
2. Convention programming suggestions that relate directly to the needs/interests of assistant principals,
3. An assistant principal's guide to Breaking Ranks reform.

Areas of consideration in completing this work may include:

- "The basics" of the assistant principalship
- Breaking Ranks II & Breaking Ranks in the Middle for assistant principals
 1. Collaborative Leadership and Professional Learning Communities
 2. Personalizing Your School environment
 3. Making Learning Personal: Curriculum, Instruction, and Assessment
- Transition to the principalship. What do I need to know and be able to do?
- Mentoring and Coaching for assistant principals and principals
- Skills Assessment for Instructional Leadership (SAIL) for assistant principals
- Changing the School culture--help assistant principals grow as visionary leaders, teacher coaches, master schedule designers, program developers, staff and program evaluators and communicators.
- Networking opportunities for assistant principals

Terms:

The term of the Assistant Principalship for Middle Level & High School Task Force will begin January 1, 2008 and end December 31, 2009. Members will be required to attend two annual three-day meetings per year. Participation will also require **at least 60 hours annually on task force related work**, including conference calls, independent research, report writing, and document review. In addition, the task force will serve in an advisory capacity to NASSP staff through phone and e-mail contact on a periodical basis. (Note: applicants will be reimbursed for travel, lodging and meals associated with task force meetings). Applicants should ensure that they are able to fulfill the obligations of the meeting schedule times and dates prior to submitting an application. This is a working task force and a significant portion of meetings will be devoted to work time.

Composition:

The Task Force membership is open to middle level and high school assistant principals, principals, and representatives from higher education and national associations as well. **All must be NASSP members.** In an effort to attain a representative body, NASSP will make every effort to select individuals based on a number of variables including, but not limited to school size, school configuration, student population, geographical location and individual areas of expertise.

National Task Force on IDEA for Middle Level & High Schools

Purpose:

The IDEA Task Force will study the effects of the federal IDEA law and regulatory language, and will propose recommendations regarding the changes that should be incorporated into a newly reauthorized law. Specific areas to be addressed by the task force may include provisions related to discipline, due process, paperwork requirements, and identification of eligible students. In addition, the law will be reviewed with respect to NCLB and the provisions that overlap IDEA, such as highly qualified teachers and Adequate Yearly Progress.

Specific Charges:

The IDEA Task Force will develop and submit to the Board of Directors for approval a set of specific legislative recommendations reflecting views on how the law should be changed in order to improve its effectiveness at the school level. The recommendations should work in consort with existing NASSP policies. Once the recommendations are finalized, the IDEA Task Force will advocate before policymakers in support of the recommendations.

Terms:

The term of the IDEA Task Force will begin January 1, 2008 and end December 31, 2009. Members will be required to attend two annual three-day meetings per year. It will also require at least 60 hours annually on task force related work, including conference calls, independent research, report writing, and document review. In addition, the task force will serve in an advisory capacity to NASSP staff through phone and e-mail contact on a periodical basis. (Note: applicants will be reimbursed for travel, lodging and meals associated with task force meetings). Applicants should ensure that they are able to fulfill the obligations of the meeting schedule and dates prior to submitting an application. This is a working task force and a significant portion of meetings will be devoted to work time.

Composition:

The Task Force will consist of middle level and high school principals and assistant principals, as well as representatives from higher education, national associations, and policy organizations that closely monitor IDEA. **All must be NASSP members.** In an effort to attain a representative body, NASSP will make every effort to select individuals based on a number of variables including, but not limited to school size, school configuration, student population, school Title I eligibility, geographical location and individual areas of expertise.

Please do not send attachments or resumes.

Please indicate which task force you are applying for:

IDEA Task Force Assistant Principalship Task Force

Please indicate the classification of your school and student population:

Rural Urban Suburban Enrollment _____

Other Affiliation: Professor Association Policy Organization

NOTE: Must be NASSP Member

Name (*Dr./Mr./Mrs./Ms.: circle one*) _____
(Last) (First) (M.I.)

School/College/Organization: _____ Title: _____

Street or P.O. Box: _____

City/State/Zip: _____

Tel. () _____ FAX () _____ E-Mail _____

NASSP Membership No.: _____ Year joined _____

State Association Member: Yes No Year joined _____

Three most recent professional positions and years held:

1. _____

2. _____

3. _____

Professional activities/awards:

1. _____

2. _____

3. _____

List professional references in area of task force work:

1. Name: _____ Title _____

Tel. () _____ FAX () _____ E-Mail _____

City/State/Zip: _____

2. Name: _____ Title _____

Tel. () _____ FAX () _____ E-Mail _____

City/State/Zip: _____

3. Name: _____ Title _____

Tel. () _____ FAX () _____ E-Mail _____

City/State/Zip: _____

Please list experience related to this task force work, i.e.:

“Wrote two articles which were published in Principal Leadership (title, date).”

“Represented state or national associations on the topic of school violence.”

“Implemented Breaking Ranks concepts for my entire school.”

“Conducted research in a specific area (name) of school leadership.”

“Prepared my school/district to meet the AYP requirements of the NCLB Federal Legislation.”

Briefly outline any work done at the state or national level:

Please list three questions that you think the Assistant Principal Task Force must address in order to be valuable to the Assistant Principal.

1. _____
2. _____
3. _____

Please provide us with a paragraph explaining why you should be selected for this task force:

Commitment to Participate:

If appointed to a task force I will agree to attend two annual meetings of 3 days in Reston, VA./Washington, D.C. In addition, I will spend approximately 60 hours each year engaged in individual and small group work in support of the task force. Examples include conference calls, individual research, report writing, and document review. It is my understanding that NASSP will reimburse my travel, meal, and lodging expenses for the two regular meetings. Task Force members are encouraged to attend the NASSP National Convention, which would be at their own expense.

(Member Signature)

(Date)

Endorsement by Superintendent/Immediate Supervisor*:

(Superintendents may endorse more than one applicant.)

NASSP sponsors three task forces which provide vital services to the membership. Principals, assistant principals, professors, and other organizational representatives report that participation on a task force results in substantial professional development. I understand that appointees to a NASSP task force will require a short absence (3 days) during the school year in the fall and spring in addition to 60 hours of individual and small group work in support of the task force which could include conference calls, individual research, report writing, and document review. I support this professional activity.

(Signature)

(Title)

(Date)

Please return by October 1, 2007 to:

***Carolyn Glascock, Program Manager,
Instructional Leadership Resources
NASSP, 1904 Association Dr., Reston, VA 20191
Or by Fax to: (703) 476-5432***