TABLE OF CONTENTS

LEADERSHIP 3
LEGAL 11
MENTORING / INDUCTION 13
EVALUATION 19
DIVERSITY 21
HIRING 24
INSTRUCTION 26
TECHNOLOGY 29
MISCELLANEOUS 32

HOW TO ORDER

• Online at www.aaspa.org
• Email aaspa@aaspa.org
• Call us at 913-327-1222
• Mail in the order form on the back of this catalog to the Overland Park, KS address or fax it to 913-237-1223

Not an AASPA member? Contact us online, by phone or email to receive the member discount.

Follow us on Twitter at @_AASPA_ to see the latest human resources news and books.

Visit www.aaspa.org for more information on membership, professional development events, webinars and books.
**Best Practices, Best Thinking and Emerging Issues in School Leadership**

By William Owings & Leslie Kaplan

Featuring the leading figures in educational leadership, this new resource from Owings and Kaplan connects best thinking with best practices and emerging issues in school leadership. The contributing authors—including Michael Fullan, Linda Darling-Hammond, Alan November, Robert Marzano, Gerald Tirozzi, and Gene Carter—present leading research and key considerations to assist in making decisions about new programs and new directions for your school.

**Member:** $33.00  
**Nonmember:** $40.00

---

**Closing the Leadership Gap: How District and University Partnerships Shape Effective School Leaders**

By Teresa N. Miller, Mary Devin & Robert J. Shoop

Closing the Leadership Gap demonstrates what happens when universities and districts work together to shape and support superior leadership that harnesses the qualities of excellence in both practice and research. The authors, experts in school-university partnerships for leadership development, help close the gap between academic training and day-to-day issues with a program that incorporates collaborative partnerships between university faculty and in-service administrators.

**Member:** $25.00  
**Nonmember:** $30.00

---

**Connecting Teacher Leadership and School Improvement**

By Joseph Murphy

Increase student learning by developing teacher leaders! Connecting Teacher Leadership and School Improvement is the first book to synthesize theoretical, empirical, and practice-based literature in order to provide a comprehensive look at what is known about teacher leadership and what works to support it. The first part of the book explores the core concepts of teacher leadership, while the second part shows readers how to establish the context in their school or district to cultivate and support teacher leaders.

**Member:** $26.00  
**Nonmember:** $32.00

---

**Coherence: The Right Drivers in Action for Schools, Districts, and Systems**

By Michael Fullan & Joanne Quinn

If initiative overload and fragmentation are keeping your best plans from becoming reality, it’s time to lead with coherence. Using the right drivers as your foundation, you’ll bring people and ideas together—and implement the kind of lasting change that maximizes results.

**Member:** $24.00  
**Nonmember:** $28.00

---
**EQ + IQ = Best Leadership Practices for Caring and Successful Schools**
By Maurice J. Elias, Harriett Arnold & Cynthia Steiger Hussey
Combining emotional intelligence (EQ) with academic intelligence (IQ) is the essential key to developing knowledgeable, caring, healthy, and successful students in today’s troubled world. Social-emotional skills often are not taught at home, but they are in fact the crucial connection that enables students to master and retain content knowledge while also creating a classroom atmosphere filled with proficient, civic-minded students.

**Ethical Decision Making in School Administration**
By Paul Wagner & Douglas Simpson
Pedagogically rich, demographically inclusive, and culturally sensitive, Ethical Decision Making in School and District Administration exposes educational leaders to an interdisciplinary array of theories from the fields of education, economics, management, and moral philosophy (past and present). Authors Paul A. Wagner and Douglas J. Simpson demonstrate how understanding key concepts can dramatically improve management styles and protocols.

**Five Dysfunctions of a Team**
By Patrick Lencioni
In The Five Dysfunctions of a Team Patrick Lencioni once again offers a leadership fable that is as enthralling and instructive as his first two best-selling books, The Five Temptations of a CEO and The Four Obsessions of an Extraordinary Executive. This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams.
**Generative Leadership**
By Karl J. Klimek, Elsie Ritzenhein & Kathryn D. Sullivan
The authors demonstrate how to tap into an organization’s collective intelligence through generative leadership. The model includes engaging in personal reflection, promoting professional conversations, and harnessing creativity.

**Instructional Leadership Toolbox: A Handbook for Improving Practice**
By Sandra Lee Gupton
Today’s schools require leaders who focus school efforts and resources on what is happening in the classroom: teaching and learning. Dr. Gupton examines the instructional leadership role of the principal, providing school leaders with practical ways to reflect on, determine, and improve their own instructional goals. Using a unique toolbox metaphor, this resource book also offers a variety of helpful “tools” — skills, strategies, and information — drawn from today’s best research and theory in school administration.

**Leadership and Sustainability: System Thinkers in Action**
By Michael Fullan
Pursue long-term sustainability without jeopardizing short-term results!
As agencies have pushed for greater performance and public accountability over the past two decades, we have seen some incremental improvements. But all too often experience reveals that these improvements are temporary. Leadership & Sustainability provides a comprehensive examination of what leaders at all levels of the educational system can do to pave the way for large-scale, sustainable reform.

**Leadership for Equity and Excellence**
By James Joseph Scheurich & Linda Skrla
When true equity prevails, all students can be successful students!
Do you dream of success for every student? Do you dream of raising achievement for each and every child to meet the requirements of the No Child Left Behind Act? Historically, underserved students—children of color, children from low-income families, English language learners—all deserve to live this dream. Creating an equitable learning environment in which all students thrive is possible—with this guide you can turn dreams into reality for your school.
**Leading for Results, 2nd Edition**  
By Dennis Sparks  
Lead for change by creating learning in your school! If you are ready for a change in your school this book will help you focus on results and develop powerful thoughts, words, and actions geared toward reaching your goals. By investigating theories found in education, leadership, and philosophy, you’ll learn to create useable strategies for your school by engaging in next-action thinking.

**Member:** $29.00  
**Nonmember:** $35.00

---

**Lighter Side of Educational Leadership**  
By Aaron Bacall  
As educators, we often take ourselves a bit too seriously, so veteran educator and illustrator Aaron Bacall offers a little perspective with these lighthearted cartoons. Whether used as overheads for staff development meetings or as an individual break in a busy day, this collection of whimsical glimpses at education and school leadership will provide a moment to laugh and add a little levity — and poignancy — to your workday.

**Member:** $19.00  
**Nonmember:** $23.00

---

**Start. Right. Now.**  
By Todd Whitaker, Jeffrey Zoul & Jimmy Casas  
Are You Ready to Take the First Step Toward Excellence? In their work leading up to Start. Right. Now. Todd Whitaker, Jeff Zoul, and Jimmy Casas studied educators from across the nation and discovered four key behaviors of excellence: Excellent Leaders and Teachers  
- Know the Way  
- Show the Way  
- Go the Way  
- Grow Each Day  
Wherever you are on your journey as an educator, choose to become even greater still—our kids are worth it. Start. Right. Now.
Moral Imperative of School Leadership
By Michael Fullan
The time has come to change the context of school leadership!
The role of the principal is pivotal to systemic school change. This is the fundamental message of The Moral Imperative of School Leadership, which extends the discussion begun in Fullan’s earlier publication, What’s Worth Fighting for in the Principalship? The author examines the moral purpose of school leadership and its critical role in ‘changing the context’ in which the role is embedded. In this bold step forward, Fullan calls for principals to become agents as well as beneficiaries of the processes of school change.

Member: $22.00
Nonmember: $29.00

Motion Leadership
By Michael Fullan
Cycling from practice to theory and back again, this concise book provides the skinny on motion leadership, or how to “move” individuals, institutions, and whole systems forward.

Member: $19.00
Nonmember: $22.00

Principal As Student Advocate A Guide for Doing What’s Best for All Students
By M. Scott Norton, Larry Kelly & Anna Battle
Help all students reach their full potential. Make the right decisions! This unique book offers practical tools and strategies to help you become a strong advocate for every student in your school. With real world examples and situations, this book will help you: 1) Acquire skills to change your students’ lives for the better—and also reach district goals 2) Learn how to advocate for students even if it conflicts with district policy 3) Discover how to transform your staff so they will also serve as student advocates 4) Strengthen connections with parents to engage them with their child’s education. Also included is how to be an advocate for special needs students.

Member: $33.00
Nonmember: $41.00

Reframing the Path to School Leadership: A Guide for Teachers and Principals
By Lee G. Bolman & Terrence E. Deal
The key to becoming a highly effective leader is to develop powerful habits of mind! The best leaders use multiple frames or lenses to view common challenges and to solve their most difficult problems. Through a series of dialogues between a novice and a master teacher, and between a new and a seasoned principal, best-selling authors Bolman and Deal demonstrate how framing—and then reframing—challenges brings clarity, helps to anticipate problems, and leads to more comprehensive and powerful leadership strategies.

Member: $22.00
Nonmember: $27.00
Setting Leadership Priorities
By Suzette Lovely
Dig out from your desk and discover a refreshing new world of school leadership!
Do you find yourself so busy digging a ditch with a spoon that you don’t have time to go back to the tool shed and fetch a shovel? Are your in-box, and daily schedule at maximum capacity? Does it seem impossible to include those extras that would make your job more enjoyable and satisfying? Conquering overload is the constant challenge of 21st century school administrators.

Skillful Leader III - Strengthening Teacher Evaluation
By Alexander Platt & Caroline Tripp
From the lead authors of The Skillful Leader series, this work, also known as The Skillful Leader III, serves as a how-to handbook to accompany the best selling The Skillful Leader: Confronting Mediocre Teaching, with over 55,000 in circulation. Like its predecessor, the book offers dozens of illustrations, new cases, and sample documents plus legal advice to help you confront ineffective instruction. It is a cover-to-cover guide for solving thorny teacher performance problems.

The School Personnel Management System
By NSBA
With 80 percent of a typical annual operating budget earmarked for school personnel costs, you want your district to get the most for its money. Personnel policies must be practical, legal and current. Your policies must ensure that you hire the best people for each position and then keep them. Revised in 1996 with AASPA, the latest edition of NSBA’s best-selling, The School Personnel Management System, brings logic, thoroughness, and order to an increasingly complex variety of employee responsibilities.

Transforming School Leadership and Management to Support Student Learning Development
By Edward T. Joyner, Michael Ben-Avie & James P. Comer
For more than 35 years, the Yale School Development Program (SDP) has been pioneering the Comer Process for planned change in schools. From initial planning and preparation, through foundation building, transformation, institutionalization, and renewal, the Comer Process provides school leaders with a comprehensive and effective framework for transforming their schools and districts into learning communities that support the growth and development of every child and every adult.
What Every Superintendent & Principal Needs to Know
By Jim Rosborg, Max McGee & Jim Burgett
Modestly stated, this book shares more sound, straightforward, easy-to-apply school leadership ideas and practices than any other book in print. Three of Illinois’ top educational leaders offer 332 pages of no-nonsense, often funny advice about what works and what doesn’t, ranging from assessment to personal hygiene to getting those irksome referenda passed to what to say to the press, and when. It’s simply a must for every school administrator, particularly in this UPDATED SECOND EDITION!

Assessing Educational Leaders
By Douglas B. Reeves
Drawing on current research, theory, and best practices of leadership, organizational performance, and personnel evaluation, this book contains the information and tools necessary to successfully evaluate all types of educational leaders and improve individual and organizational performance. Author of 17 books and numerous articles, national expert on topics of educational leadership and accountability Douglas B. Reeves provides a blueprint for creating a leader evaluation system that is fair and consistent.

Motivating and Inspiring Teachers
By Todd Whitaker
Like the best-selling first edition, this book is filled with strategies to motivate your staff and maintain a high level of energy at your school. This guide will help all educators approach work every day in an enthusiastic, focused, and positive state of mind. This book will help you:

• Motivate your faculty with the Friday Focus—a staff memo that works!
• Understand the power of praise and how to best utilize it every day
• Make sure staff meetings, teacher evaluation, and daily activities raise the energy level in your school

The Leader Within: Understanding and Empowering Teacher Leaders
By Brian Creasman & Michael Coquyt
The Leader Within: Understanding and Empowering Teacher Leaders will assist schools in developing effective teacher leaders based on the Teacher Leader Model Standards. The goal of growing a culture of teacher leadership is to assist in creating a school culture committed to raising student achievement. This book is not intended to be solely used as a means of professional development, but to grow teacher leadership in schools and school districts.
2600 Phrases for Setting Effective Performance Goals
By Paul Falcone
As a manager, you aren’t truly successful unless your employees are as well. Helping them establish compelling, actionable performance goals is the first and most important step, and “2600 Phrases for Setting Effective Performance Goals” is there to lend a hand. A natural follow-up to the bestselling “2600 Phrases for Effective Performance Reviews,” this quick-reference guide provides readers with ready-to-use performance goals organized by the characteristics and core competencies used most often in the appraisal process. From attendance and attitude to teamwork and time management, managers will find the language they need to inspire exceptional results.

Member: $17.00  Nonmember: $20.00

Crucial Conversations
By Kerry Patterson, Joseph Grenny, Ron McMillan & Al Switzler
Perhaps once a decade, a book comes along that transforms people’s lives in a very real, measurable way. This is one of them. Crucial Conversations exploded onto the scene ten years ago and revolutionized the way people communicate when stakes are high, opinions vary, and emotions run strong. Since then, millions of people have learned how to hold effective crucial conversations and have dramatically improved their lives and careers thanks to the methods outlined in this book.

Member: $21.00  Nonmember: $25.00

Good Leaders Ask Great Questions
By John C. Maxwell
In Good Leaders Ask Great Questions, John C. Maxwell delves into the process of becoming a successful leader by examining how questions can be used to advantage. What are the questions leaders should ask themselves? What questions should they ask members of their team? He then responds to the toughest problems leaders have presented to him.

Member: $16.00  Nonmember: $19.00

Becoming a School Principal
By Sarah E. Fiarman
In Becoming a School Principal, Sarah E. Fiarman describes her first few years as a school principal committed to enacting a powerful vision of leading and learning. Drawing thoughtfully on the literature of school reform and change leadership, Fiarman discusses a wide range of topics, including empowering teachers, building trust, addressing racial and economic inequities, and supporting a culture of continuous learning, as well as thornier issues such as learning to use authority skillfully, dealing with resistance, and managing supervision and evaluation. The book addresses common challenges and highlights missteps as well as successes.

Member: $31.00  Nonmember: $36.00
**200 Most Frequently Asked Legal Questions for Educators**  
By Nathan Essex  
This compact, jargon-free, easy-to-understand reference focuses on two hundred common legal issues to provide school administrators and teachers with authoritative, legally defensible approaches for addressing school challenges. Through the accessible Q&A format, teachers and school leaders can read sequentially or browse for immediate answers on topics such as religious issues, individuals’ rights, disciplinary practices, morality, teacher dismissal, liabilities, NCLB, and more.  

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00</td>
<td>$43.00</td>
</tr>
</tbody>
</table>

By HR Services Division of the Texas Association of School Boards  
This is the 12th edition of our reference guide explaining the requirements of the federal Fair Labor Standards Act governing wages and hours of work, overtime compensation, and child labor restrictions. The guide focuses on regulations affecting government employers and the special compliance issues faced by school districts. Updated and new topics in the 12th edition includes requirements to provide breaks for nursing mothers; rules for paying bonuses to nonexempt employees; allowance and deductions for tools, uniforms, and equipment; updated child labor restrictions; and determining exemptions for police officers.  

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45.00</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

**FMLA Compliance Manual Package**  
By Daniel Robert Murphy & Mike L. Dishman  
This book is intended to be a general explanation of the Family and Medical Leave Act and its application to the particular environment of public schools. In order to make this book helpful, the authors have drawn upon their research and experience to include a large number of realistic, hypothetical situations occurring in public schools and involving application of the Family and Medical Leave Act.  

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**FMLA Compliance Manual Supplement 2009**  
By Daniel Robert Murphy  
The 2009 Family and Medical Leave regulations represent the most sweeping revisions to the Act since its adoption by Congress in 1993. This 43 page publication summarizes and explains many of these new rules.  

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
Legal Rights and Responsibilities of Teachers
By Allan G. Osborne, Jr. & Charles J. Russo
Do you know what you can and can’t do and say in your school? Most teacher education programs offer little, if any, instruction on education law. When teachers need advice regarding employment or instructional issues, they may find the search frustrating, time-consuming, or costly. Educators will find the answers to their most frequently asked legal questions in this easy-to-read book.

Overtime Revised: The DOL’s Final Regulations
By Julie K. Athey
The DOL’s Final Regulations. This clearly written report tells you:
• How to determine if an employee is exempt from overtime requirements under the new standards.
• How to rewrite workplace policies to ensure compliance.
• How to manage employee job responsibilities and pay to preserve the existing exemptions.
• How to suspend employees for misconduct without violating their exempt status.
10 Traits of Highly Effective Teachers: How to Hire, Coach, and Mentor Successful Teachers
By Elaine K. McEwan
Discover the qualities that yield exceptional performance and far-reaching success!
As all educators increasingly face the pressures of accountability, filling our schools with effective teachers skilled at fostering outstanding academic achievement has never been more important. In this quick-read resource, Elaine McEwan explores the ten characteristics that lead to success in the classroom, increased school morale, satisfied parents, and eager, high-achieving students.

Member: $29.00  Nonmember: $35.00

Being an Effective Mentor: How to Help Beginning Teachers Succeed
By Kathleen Feeney Jonson
In its second edition: Help mentor your new teachers with this comprehensive and practical guide. Experienced teachers and administrators know how important it is to give beginning teachers the support and advice they need. This incredibly straightforward and useful guide will help mentor teachers to develop effective mentoring strategies, including how to provide direct assistance, demonstration teaching, observation and feedback, informal contact, and role modeling.

Member: $31.00  Nonmember: $38.00

Coaching Conversations Transforming Your School One Conversation
By Linda Gross Cheliotes & Marceta Fleming Reilly
Learn how coaching conversations—which are different from supervisory and mentoring conversations—shift responsibility for instructional improvement from the school leader to the entire school community!

Member: $26.00  Nonmember: $30.00

Coaching for Performance
By John Whitmore
Over 500,000 copies sold. This major new edition is totally revised and updated with new material on coaching in a crisis and leadership for a difficult future. Coaching for Performance is the bible of the industry and very much the definitive work that all coaches stand on. This new edition explains clearly and in-depth how to unlock peoples potential to maximize their performance. Contains the eponymous GROW model (Goals, Reality, Options, Will), now established as the basis for coaching professionals. Clear, concise, hands-on and reader-friendly, this is a coaching guide written in a coaching style.

Member: $21.00  Nonmember: $26.00
Developing Highly Qualified Teachers
By Allan A. Glatthorn, Brenda K. Jones & Ann Adams Bullock
The No Child Left Behind Act (NCLB) establishes a clear demand for highly qualified teachers but does little to help educators define ‘highly qualified’ or instruct them on developing those teachers. This handbook clearly explains the concept of highly qualified teachers, as required by NCLB. It then explains how to recruit, develop, and retain highly qualified teachers.

Member: $23.00  Nonmember: $28.00

Empowering Teachers
By Joseph Blase & Jo Blase
Joseph and Jo Blase provide a unique opportunity for principals to learn what really works in empowering teachers to be their best. Based on interviews with over 800 teachers who describe in detail what their principals do on a daily basis to influence and empower them, the authors show the transformative effects principals can have on teachers’ work both in the classroom and in the wider school setting. And now, an expanded and updated edition makes this critically acclaimed book more valuable than ever.

Member: $26.00  Nonmember: $32.00

Fourth Way: The Inspiring Future for Educational Change
By Andy Hargreaves & Dennis Shirley
This compelling and provocative volume illustrates how old ways for effecting social and educational change are no longer suited to the fast, flexible, and vulnerable new world of the 21st century. The authors guide readers through three ways of change that have defined global educational policy and practice from the 1960s to the present.

In The Fourth Way, Andy Hargreaves and Dennis Shirley offer an inspiring new vision and plan that leads to remarkable reforms in student learning and achievement.

Member: $22.00  Nonmember: $27.00

Frazzled Teacher’s Wellness Plan
By J. Allen Queen & Patsy S. Queen
This is the ideal resource for teacher support and retention: it’s a stress reducer! This wellness plan for today’s busy teachers has been custom crafted by an educator and a nurse who know the daily, weekly, and yearly stresses of the academic calendar. This generously illustrated handy little volume offers a five-step program to a healthier lifestyle covering:
- Identifying schools as a culture of stress
- Restructuring personal and teaching priorities
- Mastering the science of stress management for better health

Member: $18.00  Nonmember: $22.00
### From First-Year to First-Rate: Principals Guiding Beginning Teachers
**By Barbara L. Brock & Marilyn L. Grady**

Principals hold the key to the professional development of beginning teachers. When they are successful, so are the students and the school. This best-selling handbook, updated to meet the challenges facing new teachers today, guides administrators in developing a first-year induction plan to help teachers succeed and become first-rate educators.

| Member: | $22.00 |
| Nonmember: | $27.00 |

### Inducting and Mentoring Teachers New to the District
**By Dr. William B. Ribas**

It is the only book that addresses all facets of your hiring and induction process. It contains all the information districts need to hire and retain the best teachers. Topics include hiring tips, instructions for running district orientation programs and building support teams, mentor training, and training for the teachers you hire in the three areas practitioners find are the leading cause of failure for teachers new to a district (parent–teacher communication, establishing classroom routines, and effective planning).

| Member: | $46.00 |
| Nonmember: | $54.00 |

### Instructional Practices that Maximize Student Achievement
**By William B. Rebas, Jennifer Antos Deane & Scott Seider**

Order the one book with the most current and comprehensive information for teachers and administrators on effective instructional strategies in standards based teaching and differentiated instruction. These are the strategies proven to promote the highest levels of student achievement. The 2010 edition contains 40% new material with new sections on teaching special education students and English language learners.

| Member: | $51.00 |
| Nonmember: | $59.00 |

### Mentoring New Special Education Teachers
**By Mary Lou Duffy & James Forgan**

How do you avoid the high cost of turnover and retain high-quality special education teachers in such a demanding field?

Surveys show that 98% of school districts are reporting shortages of special education teachers, and that nearly a quarter of a million new special education teachers will be needed over the next few years. Special education teachers are leaving the field at twice the rate of general education teachers.

| Member: | $29.00 |
| Nonmember: | $35.00 |
**Mentoring New Teachers, 3rd Edition**  
*By Hal Portner*
Quality mentoring can provide the support and guidance critical to an educator’s first years of teaching. In the latest edition of the best-selling Mentoring New Teachers, Hal Portner draws upon research, experience, and insights to provide a comprehensive overview of essential mentoring behaviors. Packed with strategies, exercises, resources, and concepts, this book examines four critical mentoring functions: establishing good rapport, assessing mentee progress, coaching continuous improvement, and guiding mentees toward self-reliance.

<table>
<thead>
<tr>
<th>Member: $24.00</th>
<th>Nonmember: $29.00</th>
</tr>
</thead>
</table>

**Staffing the Principalship: Finding, Coaching, and Mentoring School Leaders**  
*By Suzette Lovely*
Offers a structured, adaptable approach to finding high-quality principals and administrators in the ranks of teacher leaders and aspiring applicants. The author shares her professional experiences to explain proven strategies that can increase your district’s pool and build a strong cadre of candidates ready to tackle the demands of the principalship.

<table>
<thead>
<tr>
<th>Member: $22.00</th>
<th>Nonmember: $27.00</th>
</tr>
</thead>
</table>

**Supporting New Teachers**  
*By Lynn F. Howard*
This guide provides leaders with realistic and simple-to-implement strategies that support new teachers. Every chapter includes:
- Stories From the Field -- features common challenges and practical strategies
- Administrator’s Role -- frames solutions within job function, current trends, and research-based practices
- Self-Reflection -- guides action planning with checklists and worksheets

<table>
<thead>
<tr>
<th>Member: $29.00</th>
<th>Nonmember: $36.00</th>
</tr>
</thead>
</table>

**Teacher Mentoring and Induction: The State of Art and Beyond**  
*By Hal Portner*
One out of every two new teachers will quit teaching within five years; however, studies show that comprehensive induction programs can slash attrition rates in half and dramatically accelerate the professional development of new teachers. Teacher Mentoring and Induction combines an overview of the current state of induction and mentoring with cutting-edge strategies for developing a new program or improving an existing one. In this extraordinary resource, the top names in this field examine how various mentoring and induction programs are developed, identifying areas of effectiveness to determine how successful programs can be replicated.

<table>
<thead>
<tr>
<th>Member: $33.00</th>
<th>Nonmember: $41.00</th>
</tr>
</thead>
</table>
**Developing a Teacher Induction Plan**  
By Barbara L. Brock & Marilyn L. Grady  
To combat the growing challenge of teacher attrition, induction experts Brock and Grady offer a multiyear, step-by-step induction program for retaining and developing beginning teachers.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28.00</td>
<td>$33.00</td>
</tr>
</tbody>
</table>

**Leading the Teacher Induction and Mentoring Program**  
By Barry Sweeny  
While resources are abundant for helping the mentor and the new teacher, very little has been written to guide the leaders of teacher and mentor development. In Leading the Teacher Induction and Mentoring Program, Second Edition, Barry W. Sweeny provides an effective, proven model for developing, implementing, evaluating, and sustaining an induction and mentoring program that results in highly qualified teachers.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Keeping Good Teachers**  
By Marge Scherer  
What attracts good teachers and keeps them in the profession? What makes schools better places for students to learn and for teachers to work? These questions are at the heart of Keeping Good Teachers. To answer them, many of the authors in this book have surveyed fellow educators to find out which practices and policies are most beneficial and practical to implement in schools.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12.00</td>
<td>$16.00</td>
</tr>
</tbody>
</table>
Successful Onboarding
By Mark Stein & Lilith Christiansen
Successful Onboarding provides a business case, a systemic approach to the entire process, and instructive inside stories from Apple, Starbucks, Netflix, Microsoft, Baird, Bank of America, John Deere, and dozens of other industry leaders.

Member: $27.00
Nonmember: $33.00

Your First Year: How to Survive and Thrive as a New Teacher
By Todd Whitaker, Madeline Whitaker & Katherine Whitaker
Learn all the essentials for making your first year of teaching a success! In this exciting new book, internationally renowned educator Todd Whitaker teams up with his daughters—Madeline, an elementary teacher, and Katherine, a secondary teacher—to share advice and inspiration. They offer step-by-step guidance to thriving in your new role and overcoming the challenges that many new teachers face.

Member: $30.00
Nonmember: $35.00
Accountable Teacher Evaluation
By Hans A. Andrews
Accountable Teachers Evaluation is both scholarly and practical. Drawing on his extensive experience, Dr. Hans Andrews sets forth the rationale and the means for faculty evaluation of teachers and professors. The forms, checklists, and flowcharts should prove highly useful to school and university administrators responsible for documenting grounds for dismissal, identifying areas of needed improvement, and recognizing and rewarding faculty excellence. -Herbert J. Walberg, Emeritus Research Professor of Education and Psychology, University of Illinois at Chicago.

Dealing with Difficult Teachers
By Todd Whitaker
This book provides tips and strategies to help school leaders improve, neutralize, or eliminate resistant and negative teachers. Learn how to handle staff members who gossip in the teacher’s lounge, consistently say “it won’t work” when any new idea is suggested, send an excessive number of students to your office for disciplinary reasons, undermine your efforts toward school improvement, or negatively influence other staff members. Don’t miss the revised and expanded third edition of this best-seller!

Handbook on Teacher Evaluation: Assessing and Improving Performance
By James H. Stronge & Pamela D. Tucker
Easy-to-use, authoritative, and flexible, the tools in this book and CD-ROM have been developed over the last 15 years and have been field tested in over 500 schools. These tools will empower you to do your evaluations based on current thinking and best practices.

How to Deal with Teachers Who are Angry, Troubled, Exhausted, or Just Plain Crazy
By Elaine K. McEwan
How to Deal With Teachers Who are Angry, Troubled, Exhausted, or Just Plain Confused is an indispensable handbook for educators hoping to manage, shape, and improve teacher behaviors with the ultimate goal of improving student achievement and performance. This resource offers case studies from principals who have successfully managed dysfunctional and low-performing teachers, scripts for achieving effective communication, and a culture-builder’s toolkit with exercises and assessments.
### How to Handle Staff Misconduct
**By C. Edward Lawrence & Myra K. Vachon**
This expanded and updated second edition of an indispensable resource will clarify all of the steps principals must take to ensure that their schools are run according to the policies and laws that govern them. In clearly delineated sections, How to Handle Staff Misconduct, Second Edition, offers strategies that include managing excessive tardiness, insubordination, misconduct requiring suspension, and even criminal behaviors.

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>27.00</td>
<td>33.00</td>
</tr>
</tbody>
</table>

### Managing Difficult, Frustrating, and Hostile Conversations
**By Georgia J. Kosmoski & Dennis R. Pollack**
The second edition of this best-selling resource provides new and updated content influenced by the feedback of over 250 school administrators. Managing Difficult, Frustrating, and Hostile Conversations uncovers safe and effective strategies for dispelling common sensitive situations such as handling legitimate complaints, controlling those under the influence, combating charges of discrimination, serving as the mediator, and diffusing abrasive conversations.

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>24.00</td>
<td>29.00</td>
</tr>
</tbody>
</table>

### Teacher Supervision and Evaluation that Works
**By William B. Ribas**
Effective teacher and clinical staff supervision and evaluation has been found to be a significant factor in raising student achievement – so much so, that federal laws such as Race to the Top (RTT) have made effective teacher evaluation a pre-requisite to receiving federal funding. Dr. Ribas has over 30 years of experience as a teachers’ union official, principal, assistant superintendent, and consultant improving teacher evaluation in over 70 school districts.

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>33.00</td>
<td>67.00</td>
</tr>
</tbody>
</table>

### Writing Meaningful Teacher Evaluations
**By Cornelius Barker & Claudette Searchwell**
This essential resource empowers administrators to verbalize their goals and vision for their school and communicate expectations, praise, and concerns about performance in a wide range of areas. With a diverse bank of proficiency statements to clearly and comprehensively describe a teacher’s performance, this tool helps administrators efficiently and painlessly monitor, assess, and document instructional performance.

<table>
<thead>
<tr>
<th></th>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>32.00</td>
<td>38.00</td>
</tr>
</tbody>
</table>
**Courageous Conversations about Race: A Field Guide for Achieving Equity in Schools**  
By Glenn E. Singleton & Curtis Linton  
Examining the achievement gap through the prism of race, this comprehensive text explains the need for candid, courageous conversations about race so that educators may understand why performance inequity persists, and learn how they can develop a curriculum that promotes true academic parity. To help guide policy analysis and instructional reform, the authors present a system-wide plan for transforming schools and districts.

**Cultural Proficiency: A Manuel for School Leaders**  
By Randall B. Lindsey, Kikanza Nuri Robins & Raymond D. Terrell  
Time and time again, proof has been shown that, given a high quality of teaching and nurturing, all children may succeed regardless of IQ, socioeconomic status, neighborhood, and ethnicity. Simply put, teachers and leaders who are well prepared, motivated, and culturally proficient produce high-achieving students. Learn to develop positive, productive responses to the diverse populations in your school and community. The benefits are wide-reaching and impressive: enhanced student ability to learn and teacher ability to teach, and students prepared to find their own places in the global community.

**Diversity Equity and Inclusion**  
By Caprice Hollins and Ilsa Govan  
Facilitating conversations about race often involves tension, as both the facilitators and participants bring emotional experiences and their deeply held values and beliefs into the room. Diversity, Equity and Inclusion: Strategies for Facilitating Conversations on Race guides facilitators through a process of becoming comfortable with the discomfort in leading conversations about racism, privilege and power.
Dreamkeepers
By Gloria Ladson-Billings
In the second edition of her critically acclaimed book The Dreamkeepers, Gloria Ladson-Billings revisits the eight teachers who were profiled in the first edition and introduces us to new teachers who are current exemplars of good teaching. She shows that culturally relevant teaching is not a matter of race, gender, or teaching style. What matters most is a teacher’s efforts to work with the unique strengths a child brings to the classroom. A brilliant mixture of scholarship and storytelling, The Dreamkeepers challenges us to envision intellectually rigorous and culturally relevant classrooms that have the power to improve the lives of all children.

Member: $20.00
Nonmember: $24.00

Leadership for Increasingly Diverse Schools
By George Theoharis & Martin Scanlan
Leadership for Increasingly Diverse Schools provides both practicing and aspiring leaders with the theory, research, and practical guidance to lead socially just schools. Today’s schools are growing more pluralistic and diverse, and leadership is central to reversing long-standing trends of educational inequities, exclusion, and disparate school outcomes. This book helps readers sharpen their awareness of how multiple dimensions of diversity intersect as well as develop strategies for working with students of all socioeconomic statuses, races, religions, sexual orientations, languages, and special needs.

Member: $40.00
Nonmember: $50.00

Leading for Diversity: How School Leaders Promote Positive Interethnic Relations
By Rosemary Henze, Edmundo Norte, Susan E. Sather, Ernest Walker & Anne Katz
This timely volume provides powerful models of leadership that are effective in developing schools where positive interethnic relations can flourish. Countering the often-heard belief that troubled race relations are endemic to schools, author Rosemary Henze and her team of researchers face the issue head on by incorporating diversity issues into educational leadership. Schools are vehicles for change in race/ethnic relations when proactive leadership is developed and maintained.

Member: $33.00
Nonmember: $40.00

Marginal Teacher
By C. Edward Lawrence, Myra K. Vachon, Donald O. Leake & Brenda H. Leake
This third edition of The Marginal Teacher offers timely solutions for successfully dealing with marginal teachers. Lawrence illustrates the proper actions that principals should integrate into the evaluation processes to successfully gather documentation to help improve or terminate an ineffective teacher.

Member: $35.00
Nonmember: $43.00
### Minority Teacher Recruitment and Retention Strategies
**By Janet Kearney-Gissendaner**

The tools and resources in this book help school leaders seamlessly incorporate minority teacher recruitment and retention programs into current human-resources activities. With details about exemplary minority teacher recruitment and retention programs, this book also showcases strategies for how to replicate such programs in your own school or district.

| Member: $35.00 | Nonmember: $40.00 |

### Why Are All The Black Kids Sitting Together in the Cafeteria
**By Beverly Tatum**

Beverly Daniel Tatum, a renowned authority on the psychology of racism, asserts that we do not know how to talk about our racial differences: Whites are afraid of using the wrong words and being perceived as “racist” while parents of color are afraid of exposing their children to painful racial realities too soon. Using real-life examples and the latest research, Tatum presents strong evidence that straight talk about our racial identities—whatever they may be—is essential if we are serious about facilitating communication across racial and ethnic divides. We have waited far too long to begin our conversations about race.

| Member: $14.00 | Nonmember: $18.00 |

### An Inexcusable Absence
**By R. Perez Gatling**

It is high time for more diversity in education, diversity that includes thorough, articulate, Black males. Contrary to popular belief, the need for a strong emergence of Black male teachers is not only for the benefit of Black boys and Black girls. Children and parents of all races and both genders need to be introduced to the antithesis of the stereotypical Black man and build strong, healthy relationships that will be the means for greater racial and ethnic harmony.

| Member: $14.00 | Nonmember: $18.00 |
**96 Great Interview Questions**  
By Paul Falcone  
Every harried interviewer knows the result of throwing out vague questions to potential employees: vague answers and potentially disastrous hiring decisions. Presented in a handy question-and-answer format, 96 Great Interview Questions to Ask Before You Hire provides readers with the tools they need to elicit honest and complete information from job candidates, plus helpful hints on interpreting the responses. The book gives interviewers everything they need to: identify high-performance job candidates, probe beyond superficial answers, spot “red flags” indicating evasions, get references to provide real information, and negotiate job offers to attract winners.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18.00</td>
<td>$23.00</td>
</tr>
</tbody>
</table>

**Complete Interview Procedures for Hiring School Personnel**  
By William L. Gagnon Jr.  
Here is a guide designed for hiring employees, both professional staff as well as non-professional, in public, parochial, or private schools. It offers more than 1,000 interview questions in 48 employment categories ranging from superintendent and business manager to security officer and parent volunteer. It includes discussion about the hiring process and the different types of interviews that will be particularly useful to educators trying to develop guidelines and procedures for hiring personnel. Jobseekers, too, can use the questions to help them prepare for career-making interviews.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29.00</td>
<td>$34.00</td>
</tr>
</tbody>
</table>

**How to Interview, Hire, and Retain High-Quality New Teachers**  
By John Daresh & Bridget N. Daresh  
The key to student success starts in the classroom. Principals face the challenge of finding and keeping highly qualified teachers who will work to ensure learning for all. The authors use firsthand experiences and observations to guide readers through effective processes for recruiting, interviewing, hiring, and supporting faculty who best fit the needs of individual schools.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

**Hire Better Teachers Now**  
By Dale S. Rose, Andrew English & Treena Gillespie Finney  
While it is clear that better teachers get better results with students, school leaders often put themselves at a disadvantage by not hiring the best teachers available. In this groundbreaking book, three human resource experts show how even small adjustments can help school districts’ leaders, principals, and other human resource professionals hire more efficiently and effectively.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$27.00</td>
<td>$31.00</td>
</tr>
</tbody>
</table>
In a recent groundbreaking study, the training firm Leadership IQ found that 46 percent of all new hires fail within their first 18 months. But here’s the real shocker: 89 percent fail for attitudinal reasons—not skills. Most hiring managers are getting it wrong. Of course skills are important, but a particular skill set is about the easiest thing to test in an interview. Although much harder to recognize, attitude should be your number-one focus during the hiring process.

College graduates seeking positions in school districts today often belong to the generation known as Generation Y, or the Millennials - raised in a society saturated with technology and multicultural influences. Their perspectives, expectations, and needs differ dramatically from those of previous generations and integrating these candidates into an existing school culture requires new approaches to recruiting and building professional relationships.

While many working in the teaching profession cite intangible rewards as reasons for staying in the profession, concrete rewards such as salary, benefits, and working conditions are inextricably linked to attracting, developing, and retaining highly-qualified teachers. This timely text examines the fundamental link between teacher pay and teacher quality as well as the extent to which compensation can be aligned with student achievement.

Whether you are new to hiring or searching for a fresh approach, this invaluable guide helps you select the best possible candidates. Mary Clement, a nationally-awarded expert on teacher hiring, presents proven strategies for identifying high-performing teachers. Readers will learn: ten best practices that address every stage of the hiring process, techniques and sample questions for Behavior-Based Interviewing, Interview questions to avoid, and how to involve teacher peers in interviewing and mentoring new hires.
### Cultivating and Keeping Committed Special Education Teachers
By Bonnie S. Billingsley

Are you concerned about special education teacher attrition? Do you wonder about how to meet the demand for highly qualified special educators? This book highlights the problems that drive many special educators out of teaching and outlines practical recommendations that leaders can use to increase retention. Drawing on field experience as well as research findings, Billingsley provides a comprehensive framework for supporting special educators.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$33.00</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

### Developing an Effective Substitute Teacher Program
By Elizabeth Henderson, Nancy Protheroe & Stephanie Porch

If you want to ensure a high-quality teacher in every classroom, every day, then you need to develop and implement an effective substitute teacher program. This book tackles head on what has come to be widely known as the “substitute teacher problem”—the very real likelihood that on any given school day the teaching and learning process will be disrupted for both students and staff—for lack of enough qualified teachers. Identify ways to more effectively recruit, hire, train, and retain quality substitute teachers!

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26.00</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

### Six Types of Teachers
By Todd Whitaker

This book helps you sharpen your ability to hire better teachers for your school, improve the ones who are already there, and keep your best and brightest on board.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.00</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

### Paying Teachers for What They Know and Do
By Allan Odden & Carolyn Kelley

The demand for more innovative, more competitive, and more motivating compensation plans for teachers is growing every day... and now Allan Odden and Carolyn Kelley have updated their classic book on teacher compensation to give district and site-based administrators all the new information and insight they need to start moving in the right direction.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31.00</td>
<td>$38.00</td>
</tr>
</tbody>
</table>
Educational Specialist Evaluation
By James H. Stronge & Pamela D. Tucker
Easy-to-use, authoritative, and flexible, the tools in this book and CD-ROM have been developed over the last 15 years and have been field tested in over 500 schools. These tools will empower you to do your evaluations based on current thinking and best practices.

Member: $41.00  Nonmember: $51.00

Educating Immigrant Students in the 21st Century
By Xue Lan Rong & Judith Preissle
This updated edition of Educating Immigrant Children gives educators contemporary perspectives on immigration by clarifying the current demographic data and its significance for schools. The authors present updated information on the unique needs of immigrant students, including children from the Middle East and students of white non-Hispanic backgrounds, and help educators explore evidence-based practices and policies for adapting and improving the learning environment.

Member: $33.00  Nonmember: $40.00

Differentiated Instructional Strategies
By Gayle H. Gregory & Carolyn M. Chapman
If you’re in need of a single resource to put differentiated instruction immediately into practice, then follow the lead of 100,000+ teachers and look to Gregory and Chapman’s ground-breaking text. With new strategies, updates throughout, a Common Core lesson-planning template, and a larger format, the third edition is an even richer resource.

Member: $29.00  Nonmember: $35.00
**Teach Like a Champion 2.0**  
*By Doug Lemov*  
Teach Like a Champion 2.0 is a complete update to the international bestseller. This teaching guide is a must-have for new and experienced teachers alike. Over 700,000 teachers around the world already know how the techniques in this book turn educators into classroom champions. With ideas for everything from classroom management to inspiring student engagement, you will be able to perfect your teaching practice right away.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28.00</td>
<td>$36.00</td>
</tr>
</tbody>
</table>

**Teachers Change Lives 24/7: 150 Ways to Do It Right**  
*By Jim Burgett*  
One of Illinois’ favorite educators taps the mind, memory, and heart of every teacher who stands (or stood) in front of a classroom, with wit, humor, wisdom, and immediately usable how-to tips. Find out why superintendents and principals are buying this fast-reading gem by the box loads to spread its message and to help inject renewed purpose, pride, and passion in instructors in their schools and districts.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16.00</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

**Why Half of Teachers Leave the Classroom**  
*By Carol R. Rinke*  
This book uncovers some of the reasons behind the elevated attrition rates in the field of education through a long-term study of beginning teachers in one urban school district. Drawing upon research conducted over a seven-year period, this book sheds light upon the role that teachers’ intentions play in shaping their later career paths.

<table>
<thead>
<tr>
<th>Member:</th>
<th>Nonmember:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22.00</td>
<td>$27.00</td>
</tr>
</tbody>
</table>
**Blogs, Wikis, Podcasts**  
**By Will Richardson**  
Discover how to harness Web tools to motivate and update student reading, research and communication! This book brings teachers a bold vision and on-the-ground Monday morning practicality. It will move educators to think differently about technology’s potential for strengthening students’ critical thinking, writing, reflection, and interactive learning. Will Richardson demystifies words like blog, wiki, and aggregator making classroom technology an easily accessible component of classroom research, writing, and learning.

| Member: | $30.00 | Nonmember: | $37.00 |

**Breakthrough**  
**By Michael Fullan**  
Breakthrough presents a revolutionary new approach to educational reform, breaking away from the conventional paradigm to help educators create focused instruction, transform the classroom experience, and dramatically raise—and sustain—performance levels for students and teachers alike. This book provides the breakthrough concepts needed for developing precise, validated, data-driven instruction personalized to each and every student.

| Member: | $22.00 | Nonmember: | $27.00 |

**Critical Technology Issues for School Leaders**  
**By Susan Brooks-Young**  
Ever-changing technology and a generation of “digital-native” students challenge educators to keep pace, especially in preparing students for a successful future in an increasingly technologically advanced world. Well-known technology specialist and consultant Susan Brookes-Young emphasizes that incorporating effective, regular use of technology as a tool for teaching and learning is imperative if we want to “stay in the game.” In this new book, Brooks-Young gathers her most popular insightful work into a collection of practical technology strategies for issues most critical to busy school leaders.

| Member: | $29.00 | Nonmember: | $36.00 |
Digital Portfolios
By Elizabeth Hartnell-Young & Maureen P. Morriss
Written by experts in the field, explores the latest methods and techniques for creating electronic portfolios. In this revised edition, Elizabeth Hartnell-Young and Maureen Morriss demonstrate how teachers, principals, and professors of education can develop high-quality portfolios that reflect personal vision, record professional growth, and celebrate accomplishments. The authors present a comprehensive framework, for portfolio development, from determining the audience and selecting material from a personal archive, to defining, producing, and sharing your digital portfolio.

Member: $27.00
Nonmember: $33.00

Go Blended!
By Liz Arney
Go Blended! is a practical implementation guide for educators interested in getting blended learning off the ground. Author Liz Arney is a seasoned developer of blended learning programs at Aspire Public Schools, and she also closely collaborates with district and charter leaders from across the country on this work. Go Blended! offers boots-on-the-ground support for laying the foundation for a blended learning program in our schools and classrooms. Throughout the book teachers with blended learning experience share helpful tips and lesson plans to help educators make purposeful choices in using technology to fulfill students’ needs without becoming an end in itself.

Member: $22.00
Nonmember: $27.00

Making Sense of Social Networks in Schools
By Terrance E. Deal, Ted Purinton & Daria Cook Waetjen
Social networks reflect the usually invisible relationship that control the flow of information and power within a school. This compelling guide provides school leaders with an understanding of the real relationships within their schools and how to use their social savvy to promote school goals. This resource examines the types of social networks typically found in schools and provides samples of social network maps, steps for developing your own maps, and practical advice for managing social networks effectively.

Member: $24.00
Nonmember: $29.00
**Social Media for School Leaders**  
By Brian Dixon  
How to create an effective social media strategy for a school or district. School leaders may be familiar with social media in their own lives, but many still need help in effectively using social media in their professional practice. In this book, Brian Dixon, an expert in social media in education, offers detailed descriptions of the best online tools available today and provides step-by-step instructions for using them to move a school community from awareness to advocacy and from feedback to collaboration.

**What School Leaders Need to Know about Digital Technologies and Social Media**  
By Scott McLeod & Chris Lehmann  
Facebook, Twitter, Google...today’s tech-savvy students are always plugged in. However, all too often their teachers and administrators aren’t experienced in the use of these familiar digital tools. If schools are to prepare students for the future, administrators and educators must harness the power of digital technologies and social media. With contributions from authorities on the topic of educational technology, What School Leaders Need to Know About Digital Technologies and Social Media is a compendium of the most useful tools for any education setting.

**Why Social Media Matters**  
By Kitty Porterfield & Meg Carnes  
Why is it so critical that school leaders embrace social media? And when they’re ready to start, what’s the best first step? Here’s everything you need to know to begin building a social media platform that nurtures relationships and garners support from your key stakeholders, including step-by-step instructions on how to use three of today’s most popular tools for social media: Twitter, Facebook, and blogs.
Advancing the Three-Minute Walk Through
By Carolyn Downey, Betty Steffy, William Poston Jr. & Fenwick English
In 2004, The Three-Minute Classroom Walk-Through introduced educators to the Downey Walk-Through, a practical approach to coaching and supervision that is now widely accepted and used. Offering an expanded examination of the Downey Walk-Through, this sequel to the bestseller focuses on the second part of the walk-through—the reflective follow-up conversation—and clarifies many of the common misconceptions and misapplications of the approach.

Member: $29.00  Nonmember: $35.00

Dismissal Doesn’t Have to be Difficult
By Chet H. Elder
In Dismissal Doesn’t Have to be Difficult, author Chet Elder gives lie to the universal belief that tenure is a firewall of protection for unsatisfactory teachers. Elder provides school administrators with a simple method, called Exit Counseling, to rid their schools of mediocre, marginal, and incompetent teachers. He teaches principals how to build a case and document it so tightly that virtually any union challenge will fail. His theory is simple straightforward, clear, and concise.

Member: $29.00  Nonmember: $35.00

Human Resources Administration: A School-Based Perspective
By Richard E. Smith
For principals who will be making human resource decisions which had previously belonged to the district office, this textbook focuses on what school leaders do, not the theoretical base from which they operate.
Like its previous editions, this book provides practical information about how to:
• recruit, interview, and select prospective teachers
• implement staff development programs and assist marginal teachers
• supervise, observe, and evaluate teachers to improve student learning
• handle employee conflicts

Member: $61.00  Nonmember: $76.00

Lessons Learned
By Roland S. Barth
In Lessons Learned, Roland S. Barth shares his often whimsical, but always thoughtful, reflections on relationships at sea and in the workplace. Drawing on his 40 years of experience on deck and in the schoolhouse, Barth shows us that these two worlds have more in common than we might expect—and that there is much to be learned about getting along with one another from both.

Member: $20.00  Nonmember: $24.00
Looking Forward to Monday Mornings
By Diane Hodges
Do you and your coworkers start the week on Monday or ‘Monday’ morning? In Looking Forward to Monday Morning, Dr. Diane Hodges, a former human resources director and school administrator, shares numerous staff appreciation and recognition activities that can be implemented to promote a positive work environment. She also presents low-cost, fun ideas that staff members can do at work during meetings, holidays, lunch time, etc. that help them look forward to coming to work. This book helps people make each day a ‘funday’ morning.

Member: $29.00  
Nonmember: $36.00

Looking Forward to MORE Monday Mornings
By Diane Hodges
In this sequel to the best-selling book Looking Forward to Monday Mornings, Diane Hodges, a former human resources director and school administrator, shares a new collection of low-cost staff appreciation and recognition activities that school leaders can implement to promote a positive and upbeat work environment. This uplifting resource for new school leaders or those who want a fresh slate of team-building strategies offers winning activities to use during special school events, staff development meetings, and throughout the workday to easily acknowledge staff members when they do a good job.

Member: $29.00  
Nonmember: $36.00

Not in My School
By Chet Elder
Author, Chet H. Elder, is uniquely qualified with his first hand experience in handling more than 50 cases involving teachers charged with sexual misconduct over a three decade career as a UniServ Director in Maryland and Delaware. With celebrated writing style he weaves a powerful message of revelation about educator sexual misconduct, and how to prevent it by combining the latest research and literature from the U.S. Office of Education and others with actual cases.

Member: $28.00  
Nonmember: $34.00

The Hero Maker
By Ryan Donlan & Todd Whitaker
Learn how to turn your school board members into heroes by helping them make smart, worthwhile decisions that they will deserve to brag about. In this much-needed book, Ryan Donlan and Todd Whitaker offer practical strategies to help superintendents develop better working relationships with their boards.

Member: $28.00  
Nonmember: $32.00
Perfect School
By Jim Rosborg, Max McGee, and Jim Burgett
Everybody wants a perfect school, but what does that really mean? If you could start over, what could you do to make your school perfect? That’s what three top award-winning educators from Illinois asked each other, then dug into their respective areas of strength to answer. The result is a no-nonsense look at perfect teachers, perfect staff, perfect parents, and perfect principals, plus the features and steps required to spread perfection throughout any K-12. Rather than spend time defining an educational utopia, here is a book that provides a roadmap for every teacher, principal, superintendent, Board member, parent, tax payer - and you.

Member: $21.00  Nonmember: $26.00

Season it with Fun!
By Diane Hodges
In this new resource, Dr. Diane Hodges, best-selling author and career educator, offers a new collection of low-cost staff recognition, appreciation, and fun activities used to promote a positive, rewarding, and upbeat school climate. Following the school calendar, Season It With Fun provides hundreds of ideas on how to start the school year, recognition and celebration activities for fall, winter and spring, and suggestions for celebrating a successful ending of the year. She gives tips on FUNdraisers to help support these events as well.

Member: $29.00  Nonmember: $35.00

Sixteen Trends: Their Profound Impact on Our Future
By Gary Marx
Picking up where the popular Ten Trends left off, Sixteen Trends . . . Their Profound Impact on Our Future reminds us of the ever-increasing role that change plays in shaping the educational system as we know it. Highlighting key factors which are destined to reshape the world, Marx’s book identifies how each of these “trends” will influence educational policy. With improving academic achievement for ALL students as the main goal, Sixteen Trends provides an enlightened look into the learning processes of the children of tomorrow.

Member: $26.00  Nonmember: $32.00

Sometimes You Win, Sometimes You Learn
By John C. Maxwell
#1 New York Times bestselling author John C. Maxwell believes that any setback, whether professional or personal, can be turned into a step forward when you possess the right tools to turn a loss into a gain. Drawing on nearly fifty years of leadership experience, Dr. Maxwell provides a roadmap for winning by examining the eleven elements that constitute the DNA of learners who succeed in the face of problems, failure, and losses.

Member: $22.00  Nonmember: $28.00
**Start Where You Are, But Don’t Stay There**  
By H. Richard Milner IV  

Start Where You Are, But Don’t Stay There addresses a crucial issue in teacher training and professional education: the need to prepare pre-service and in-service teachers for the racially diverse student populations in their classrooms. A down-to-earth book, it aims to help practitioners develop insights and skills for successfully educating diverse student bodies. The book centers on case studies that exemplify the challenges, pitfalls, and opportunities facing teachers in diverse classrooms.

**Member:** $28.00  
**Nonmember:** $33.00

---

**Teacher of the Future**  
AASPA  

Provides information on what skills and knowledge will be needed by a desired educator employee in the next five to ten years... focuses on most critical knowledge and skills for the teacher of the future, the hiring process, induction, staff development and assessment.

**Member:** $10.00  
**Nonmember:** $15.00

---

**The Multiplier Effect**  
By Liz Wiseman, Lois Allen and Elise Foster  

When you become a Multiplier, your whole team succeeds! Why are some leaders able to double their team’s effectiveness, while others seem to drain the energy right out of the room? Using insights gained from more than 100 interviews with school leaders, The Multiplier Effect pinpoints the five disciplines that define how Multipliers bring out the best across their schools.

**Member:** $23.00  
**Nonmember:** $26.00

---

**The Personnel Evaluation Standards**  
By Arlen R. Gullickson  

Personnel evaluation plays a vital role in supporting professional growth. This updated resource provides 27 standards that together have been approved as an American National Standard (ANSI/JCSEE 1-2008) for use in developing sound evaluation policies and procedures for staff in PreK through graduate school. Covering the propriety, utility, feasibility, and accuracy of staff evaluations, these standards offer support for decisions that affect tenure, dismissal, promotion, and staff development.

**Member:** $31.00  
**Nonmember:** $38.00
# INDEX

<table>
<thead>
<tr>
<th>-#-</th>
<th>-E-</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Steps for Hiring Effective Teachers</td>
<td>Educating Immigrant Students in the 21...</td>
</tr>
<tr>
<td>10 Traits of Highly Effective Teachers</td>
<td>Educational Specialist Evaluation</td>
</tr>
<tr>
<td>96 Great Interview Questions</td>
<td>Empowering Teachers</td>
</tr>
<tr>
<td>200 Most Frequently Asked Legal Questions</td>
<td>EQ + IQ = Best Leadership Practices</td>
</tr>
<tr>
<td>2600 Phrases for Setting Effective Performance</td>
<td>Ethical Decision Making in School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>-A-</th>
<th>-F-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable Teacher Evaluation</td>
<td>Five Dysfunctions of a Team</td>
</tr>
<tr>
<td>Administrator’s Guide to the FLSA</td>
<td>FMLA Compliance Manual Package</td>
</tr>
<tr>
<td>Advancing the Three-Minute Walk Through</td>
<td>FMLA Compliance Manual Supplement</td>
</tr>
<tr>
<td>An Inexcusable Absence</td>
<td>Fourth Way: The Inspiring Future for Education</td>
</tr>
<tr>
<td>Assessing Educational Leaders</td>
<td>14 Frazzled Teacher’s Wellness Plan</td>
</tr>
<tr>
<td>Becoming a School Principal</td>
<td>14 From First-Year to First-Rate</td>
</tr>
<tr>
<td>Being an Effective Mentor</td>
<td>Generator Leadership</td>
</tr>
<tr>
<td>Best Practices, Best Thinking</td>
<td>Go Blended</td>
</tr>
<tr>
<td>Blogs, Wikis, Podcasts</td>
<td>Good Leaders Ask Great Questions</td>
</tr>
<tr>
<td>Breakthrough</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>-B-</th>
<th>-G-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing the Leadership Gap</td>
<td>Handbook on Teacher Evaluation</td>
</tr>
<tr>
<td>Coaching Conversations</td>
<td>Hero Maker</td>
</tr>
<tr>
<td>Coaching for Performance</td>
<td>Hire Better Teachers Now</td>
</tr>
<tr>
<td>Coherence</td>
<td>Hiring for Attitude</td>
</tr>
<tr>
<td>Complete Interview Procedures</td>
<td>How to Deal with Teachers Who are Angry</td>
</tr>
<tr>
<td>Connecting Teacher Leadership</td>
<td>How to Handle Staff Misconduct</td>
</tr>
<tr>
<td>Courageous Conversations about Race</td>
<td>How to Interview, Hire and Retain</td>
</tr>
<tr>
<td>Critical Technology Issues</td>
<td>Human Resources Administration</td>
</tr>
<tr>
<td>Crucial Conversations</td>
<td></td>
</tr>
<tr>
<td>Cultivating and Keeping Committed SPED</td>
<td>Inducting and Mentoring Teachers</td>
</tr>
<tr>
<td>Cultural Proficiency: A Manual for School...</td>
<td>Instructional Leadership Toolbox</td>
</tr>
<tr>
<td></td>
<td>Instructional Practices that Maximize</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>-D-</th>
<th>-K-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealing with Difficult Teachers</td>
<td>Keeping Good Teachers</td>
</tr>
<tr>
<td>Developing a Teacher Induction Plan</td>
<td></td>
</tr>
<tr>
<td>Developing an Effective Substitute Teacher...</td>
<td></td>
</tr>
<tr>
<td>Developing Highly Qualified Teachers</td>
<td></td>
</tr>
<tr>
<td>Differentiated Instructional Strategies</td>
<td></td>
</tr>
<tr>
<td>Digital Portfolios</td>
<td></td>
</tr>
<tr>
<td>Dismissal Doesn’t Have to be Difficult</td>
<td></td>
</tr>
<tr>
<td>Diversity, Equity and Inclusion</td>
<td></td>
</tr>
<tr>
<td>Dreamkeepers</td>
<td></td>
</tr>
</tbody>
</table>
INDEX

-L-
Leader Within 9
Leadership and Sustainability 5
Leadership for Increasingly Diverse Schools 22
Leadership for Equity and Excellence 5
Leading for Diversity 22
Leading for Results 6
Leading the Teacher Induction and Mentoring 17
Legal Rights and Responsibilities of Teachers 12
Lessons Learned 32
Lighter Side of Educational Leadership 6
Looking Forward to Monday Mornings 33
Looking Forward to MORE Monday... 33

-M-
Making Sense of Social Networks in Schools 30
Managing Difficult, Frustrating... 20
Marginal Teacher 22
Mentoring New Special Education Teachers 15
Mentoring New Teachers 16
Minority Teacher Recruitment... 23
Moral Imperative of School Leadership 7
Motion Leadership 7
Motivating and Inspiring Teachers 9
Multiplier Effect 35

-N-
Not in My School 33

-O-
Overtime Revised: The DOL’s Final... 12

-P-
Paying Teachers for What They Know 26
Perfect School 34
Personnel Evaluation Standards 35
Principal as Student Advocate 7

-R-
Recruiting and Retaining Generation Y 25
Reframing the Path to School Leadership 7

-S-
School Personnel Management System 8
Setting Leadership Priorities 8
Six Types of Teachers 26
Sixteen Trends: Their Profound Impact on... 34
Skillful Leader III 8
Social Media for School Leaders 31
Sometimes You Win, Sometimes You Learn 34
Staffing the Principalship 16
Start. Right. Now. 6
Start Where You Are, but Don’t Stay There 35
Successful Onboarding 18
Supporting New Teachers 16

-T-
Teach Like a Champion 2.0 28
Teacher Mentoring and Induction 16
Teacher of the Future 35
Teacher Pay and Teacher Quality 25
Teacher Supervision and Evaluation 20
Teachers Change Lives 24/7 28
Transforming School Leadership 8

-W-
What Every Superintendent and Principal 9
What School Leaders Need to Know 31
Why Are All The Black Kids Sitting Together 23
Why Half of Teachers Leave the Classroom 28
Why Social Media Matters 31
Writing Meaningful Teacher Evaluations 20

-Y-
Your First Year 18
AASPA WEBINARS

AASPA webinars offer members and non-members an affordable professional development opportunity with:

- Low cost registration
- No travel expenses
- Limited time commitment

And these savings come with a high value. Whatever the topic, you can be certain to receive training and information from experts in the field with an opportunity to interact with the presenter and other participating professionals.

Members can view all of our recorded webinars in the Members Only section of www.aaspa.org.

Join AASPA for Discounts on Books & More

AASPA is the only international organization that exists to serve human resources professionals in the field of education. We are committed to helping you with all the issues that affect your job, anything from HR audits to interviewing to benefits to employee evaluation.

AASPA represents a network of thousands of professionals, just like you, who are working to make a difference in their personnel positions. Whether it’s meeting someone at a conference or through the online membership directory, AASPA gives you the resources to connect you to your colleagues.

Join online at www.aaspa.org to start receiving discounts on books and professional development events, free webinars, the latest industry news in AASPA newsletters and magazines and more.
# CATALOG ORDER FORM

<table>
<thead>
<tr>
<th>QTY</th>
<th>TITLE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Costs**

- 1-2 items: $7.00
- 3-7 items: $14.00
- 8+ items: $21.00
- Additional postage/handling fees may apply for orders over 12 items, oversized, overnight, or outside the U.S.

**Mail this form to:**

**AASPA**
11863 W 112th Street, Suite 100, Overland Park, KS 66210

**Phone:** 913-327-1222
**Fax:** 913-327-1223
**Online:** www.aaspa.org

Amount enclosed $_____________

PO #_____________________

Credit card $_____________

____ Visa     ____ Mastercard     ____ American Express     ____ Discover

Name on Credit Card______________________________________________

Account #_______________________________________________________

Sec. Code_________     Exp. Date_________

Signature________________________________________________________

**Ship to:**

Name__________________________________________________________

Address_________________________________________________________

City/State/Zip____________________________________________________

Phone___________________________ Email__________________________

*Please indicate “Bill to” information if different from shipping address

- 5 to 10 business days
- 7 to 14 business days for international orders
- Items may be shipped by a variety of carriers
- Most items may be shipped to P.O. boxes and APO/FPO addresses
- Deliveries to Alaska, Hawaii, and P.O. boxes may take longer
- Deliveries to APO/FPO and U.S. protectorates addresses may take up to 21 business days