Give Them Goosebumps

First Years: A Guide to Administration

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Everything communicates.
Walk the talk.
Actions speak louder than words.
Number Two Rule

- Follow up and Follow through
Rule Number 2 bears repeating!

- Follow up and follow through
Do you know the most important way to engage students minds?

- Greeting students at the door
- It raises attention in the classroom and retention of information by 37%
- Be insistent that your teachers are at the classroom door each morning to greet their students
Identify the “we”

- When parents, (or anyone) says “we” should do this
- Identify the “we”
- Because it always means YOU should do it.
- Your job is busy enough and you do not need to take more on
- You certainly can identify your part in the idea and move forward
Always “recap”

- After a meeting with parents
- Identify what people said…"I heard you say these things"
- You will do_____
- I will do_____  
- We will meet again______ (if follow-up is needed)
Stop doing all the talking

- Let your silence do the heavy lifting...slow down and listen
- Listen like you are listening to a poem
Power of Silence

- Give people time to process.
- If we fill in the silence we will either repeat yourself or say something you regret.
- Hang soothing photos or mementos in places around your room or office to look at you and remind you to be calm.
- Have something in your life that cultivates silence.
Open a Faculty Meeting

- With 5 minutes of honest appreciation
- You can be specific
- Compliment the person in the first person narrative for all to hear
Working on...

- Making the hard decisions...say difficult things to nice people...if the job does not fit the person
- Not settling for less than you expect when you hire someone...it is easy to hire but very hard to fire, trust your gut.
- Keep the laughter.
Break large tasks down into manageable parts

- Then start on one small part
- The rest will follow
- Make sure your to-do lists start with the most important things
- What one thing do you really need to do today?
- What project makes the biggest impact?
Write down random thoughts...

- That distract you from your job.
- Keep a list of random thoughts and “to-do” things so you can clear your head to work on your task.
And remember...

- Being an administrator is a hard and sometimes thankless job
- But SOMEONE has to do it!
I am the author of seven books...
Ready to Write!

50 Easy Strategies for Developing Fine-Motor Skills to Help Young Students Build a Strong Foundation for Handwriting

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