



The HR Experience

An exclusive professional development opportunity for Assistant Principals

The HR Experience Includes:

- All four (4) sessions for 2024-2025
- All meals (continental breakfast, catered lunch, and snacks)
- All materials, including a resource notebook
- Assistant Principal Human Resources Professional Microcredential

Session Dates:

Wednesday, September 25, 2024

Tuesday, October 22, 2024

Tuesday, January 14, 2025

Tuesday, February 4, 2025

Each session is from 9am - 5pm

Register Today



www.griffinresa.net

Registration in Session 1 commits the registrant to all sessions.



Session Facilitators:

Valerie Suessmith & Dr. Jolie Hardin



Cost: \$499

Fee covers all 4 sessions, materials, and meals.



Session Topics:

Session 1: Assistant Principal Competencies and Understanding the Law

- AP Competencies: Communication Skills, Accountability, Leadership Posture, Problem Solving, Critical Thinking, Judgment, Organizational Skills, Interpersonal Skills, Reflection
- Reporting Requirements: Ethics, Child Abuse Reporting, Title IX
- Employment Laws: FLSA, FMLA, ADA
- Understanding The Official Code of Georgia Annotated (O.C.G.A.)

Session 2: The Assistant Principal's Role in Performance Management

- Getting the Most Out of Your Employees
- Evaluating the Behavior for Ethical/Unethical Actions
- Performance Evaluations and the Importance of Targeted Feedback
- Creating and Managing Employee Performance Plans
- Understanding Termination/Separation Procedures and Implications

Session 3: The Assistant Principal's Role in Hiring and Employee Retention

- Conducting Impactful Interviews
- Effective and Legal Reference Checking
- New Staff Induction/The Importance of Mentors
- Culture and Climate
- Educator Burnout
- Avoiding Discriminatory Behavior in Leadership

Session 4: Understanding School Finance

- FTE-Maximizing Scheduling for Personnel Allotments
- Appropriate Use of School-Level Accounts (General Funds, Activity Accounts, PTO/PTA, Boosters, Sunshine Funds/Adult Accounts)
- Federal Funding

