



THE PRINCIPAL'S ROLE IN THE MANAGEMENT OF A 21ST CENTURY PRIMARY SCHOOL*

The Catholic Primary Schools Management Association [CPSMA] is offering a practical, experiential, DES approved management course for principal teachers in July 2013. Items to be covered include:

- + **Principal & Board of Management** – Understanding each other's role
- + **Principal as leader** - Effective communication.
- + Understanding the **legislative framework** within which schools operate.
- + **Recruitment** with particular emphasis on selection criteria, shortlisting, Interview skills, marking and appointing a successful candidate.
- + Addressing **HR issues**/managing people/*Grievance/Disciplinary Procedures*
- + **Implications of Family Law for Schools** – guidance in regard to guardianship, custody and access. Rights of married/unmarried parents and others.
- + **Data** management and retention
- + **Finance** – Effective management of the school budget

Venue: Glenroyal Hotel, **Maynooth** Co. Kildare & Harbour Hotel, **Galway City**.

When: July 1st – 5th 2013

Number of places: 100 [50 in each venue] **

Cost: €150

Course Code/Number: MSP/406

Booking: Application form available on www.cpsma.ie

*This course is approved by the DES for Extra Personal Leave (EPV).

** Places will be allocated to the first 100 principals [50 each venue] submitting complete application forms with full payment.

