

## Current ASAP Module List

### Communications

**Effective Communication Skills**—This module provides fundamental information, vital strategies, and opportunities to practice effective communication. The module addresses communication through writing, public speaking, nonverbal modes, and in crisis situations.

### Community and Stakeholder Relationships

**Developing Stakeholder Relationships**—This module provides practical strategies for developing and sustaining meaningful community and school partnerships. Module topics include definitions, tools and stages in stakeholder relationships, and the role of the community in school partnerships.

**Parent Partnerships**—This module highlights ways to guide parent involvement rather than simply let it happen. It provides background, insights, strategies, and materials for effectively using parent skills to support and enhance student learning.

### Decision Making Strategies

**Decision-Making Methods**—This module provides strategies and practice for effective and decisive decision making in a variety of everyday and crisis situations, as well as an understanding of the role of decision making in school leadership.

**Entering a School as a New Principal**—This module assists new principals in being fully prepared for their leadership role. Questions often raised by new principals are addressed and suggestions and techniques for successfully establishing the leadership role are provided.

### Diversity

**Diversity**—This module focuses on preparing educators to be aware of the breadth and depth of diversity represented in the school system. It will describe key concepts, references, and guiding legislation and initiatives related to honoring diversity, promoting human rights, and preventing discrimination and harassment.

### Ethical Leadership

**The Ethical Educator**—This module focuses on the behaviors and attitudes that define ethical leadership and contains scenarios that help learners discriminate among a variety of behaviors in identifying the ethical ideal.

## Human Resource Development

**Leading Human Resource Development**—This module focuses on understanding the importance of leading human resource development. It exposes the rationale for the importance of human capital, the contemporary view of staff development, and various components of school improvement.

## Instructional Leadership

**Essentials of Instructional Leadership**—This module is a guide to various independent and collaborative strategies and activities that promote effective instructional leadership. An effective instructional leader recognizes that improving student achievement is directly related to fostering excellence in teaching and learning.

**Improving Practice in Literacy (K-6)**—This module provides an introduction to the fundamental components of literacy—reading, writing, speaking, and listening—and will help leaders to recognize and promote effective literacy instruction at the elementary level.

**Improving Practice in Literacy (7-12)**—This module addresses reading in the content areas and the concept of reading instruction at the secondary level. Leaders will learn to recognize and promote effective literacy instruction at the secondary level.

**Improving Practice in Mathematics**—This module introduces leaders (even those without a mathematics background) to best practices in mathematics education. The content assists leaders in recognizing appropriate instruction and relevant terminology for discussions relating to mathematics education.

**Using Technology for Instructional Purposes**—This module focuses on Information and Communications Technologies (ICT) in the context of an education program delivery. The evolution of ICT in present day society is happening more rapidly than any other development in social, economic, or political domains.

**What Every Teacher Should Know and Do**—This module focuses on the vital importance of teachers' organizational skills and of being organized, preparation and its importance, as well as what to expect of students, school, and district politics during the first weeks of the school year. The module includes practical suggestions for prioritizing tasks and getting organized.

## Learning, Accountability, and Assessment

**Building Classroom Community: Effective Classroom Management**—This module focuses on recommended classroom management procedures and routines that manage the classroom by developing relationships and building community.

**Introduction to Student Achievement Data**—This module is the first in a series of modules that will deal with the use and analysis of data to improve student achievement, enhance your skills as an instructional leader, and improve teacher effectiveness. This module defines and clarifies various types of student achievement data and introduces how data can be gathered and organized effectively by educators.

**Shaping a Collaborative School Culture**—This module provides practical strategies for shaping a collaborative school culture, one that will foster rich learning environments where student achievement is enhanced.

**Using Student Data to Impact Teaching and Learning**—This module is a follow-up to *Introduction to Student Achievement Data*. It reviews the types of visual representation of data (bar graphs, pie charts, line charts, scatter plots), and presents ways to interpret the visual representations (things to think about and question when viewing the data and setting curriculum and classroom improvement plans based on the data). A number of forms and templates are provided for teachers to print out and use as they plan for teaching and learning using data.

## Managing the Learning Environment

**Effectively Managing the Learning Environment**—This module examines the managerial aspects of leadership and the significance of efficiency, preparedness, and effectiveness in managing the learning environment.

**Team Building**—This module provides information and describes the skills needed for teaming to make a difference at the school site. Effective school teams make a difference for students and teachers in a variety of ways, but before colleagues can function effectively as a team, everyone involved must learn how to be a member of a team.

## Shared Vision

**Creating a Learning Community**—This module provides practical strategies to assist school leaders in creating a learning community that will shape a school's shared vision, facilitate committees, and establish a climate that supports a collegial and caring environment that enhances student achievement.