**From Teacher to Administrator**

**Opportunities, Challenges, Strategies, and Tips**

**MATSOL 2014 --- May 9, 2014**

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1. Warm-up activity: *Why are you here? What challenges do teachers face as they become administrators?*
2. Dimensions of management
   1. Academic Management
   2. General Management
   3. Strategic Leadership
   4. Promotion and Marketing
   5. Customer Care
   6. Fiscal Management
   7. Human Resources
3. Reflection activity 1: *What are the qualities of a good manager?*
4. Reflection activity 2: *Based on what you have heard today, what are you concerned about as you move forward? How might you address that concern?*
5. Q & A

**A Few Good Resources on Leadership for Administrators**

Compiled by Keith Maurice, University of Texas at Arlington

**Resources Specifically for TESOL Professionals**

Christison, M.A., & Murray, D. (Eds.) (2009). Leadership in English language education.

New York: Routledge. Good mix of theory and practice. Applies leadership models to managing language teaching organizations.

Christison, M. A., & Stoller, F. L. (Eds.) (2012). A handbook for language program administrators. Burlingame, California: Alta Book Center Publishers.

A comprehensive look at key issues in IEP administration. (Second edition).

Part 1: The Basics is an excellent overview. Chapter 1, on transitioning, speaks directly to those thinking about becoming administrators.

Coombe, C., McCloskey, M. L., Stephenson, L., & Anderson, N. J. (Eds.) (2008).

Leadership in English language teaching and learning. Ann Arbor:

The University of Michigan Press.

Pennington, M. C., & Hoekje, B., J. (2010) Language program leadership in a changing world: An ecological model. Bingley, United Kingdom: Emerald.

Three parts: the context, the people, and the potential. Extensive references.

Tribble, C. (Ed.) (2012) Managing change in English language teaching: Lessons from experience. London: British Council. Focus on change internationally.

White, R., Hockley, A., Laughner, M.S., & Horst Jansen, J.V.D. (Eds.). (2008). From teacher to manager: Managing English language teaching organizations. Cambridge: Cambridge University Press.

Comprehensive guide for the novice administrator on topics ranging from

academic management to planning, personnel, and operations. Lots of

references, charts, and case studies.

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Web-based video: www.teachingenglish.org.uk/video-discussion/andy-hockley-how-be-a-bad-manager

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Leadership training: TESOL Leadership Certificate - at TESOL Conventions

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Newsletter: TESOL Program Administration Interest Section (PAIS) Newsletter.