From the Chair:

A huge problem almost every new administrator confronts is figuring out how much time they need to spend to be successful at work. Most feel they have to work longer days than anyone in the building to let others know that they are committed to the job. They want to project the attitude that they will do whatever it takes to get things done. That may include getting to work before everyone else and being the last one to leave.

Adding to this dilemma is the fact that there are usually expectations from the superintendent, school committee, staff, students and parents that you need to “work until the job is done.” Rarely is “until the job is done” defined.

When is the job done? The real answer is never, but new administrators do not know that yet. The one constant is that all the constituencies listed above want administrators to be there for them when they need them.

Teachers like to see the principal in the hallways and cafeteria. Students like to see them wandering around the school and in classrooms checking to see if things are safe. Parents and students alike enjoy seeing them at school events such as plays, art festivals and sporting events. The superintendent and school board like to see them at all of the above. Causing additional tension is the fact that their spouses/significant others and children like to see them at home.

It is easy to lose perspective when you are trying to be all things to all people all the time. This need often results in novice administrators working too hard and for too many hours. I often see the stress on the faces of principals as they try to rationalize/explain to me why they had to miss their child’s dance recital or soccer match so they could attend a curriculum meeting.

You can only work so many hours a day or week and be effective. The pressure of the position does not allow for many breaks during the day. Drawing a line between work and home offers the best possibility for you to be successful at both. If you are forced to chose, always chose home. If you are a savvy leader you can get another job that will appreciate and value your time and what you bring to the system.
Jeanne Crocker is an adjunct instructor in the Educational Leadership program, teaching EDU 679, Evaluation and Supervision of School Personnel. With 35 years in education, 21 as a high school Spanish and French teacher, one year as an assistant principal, and 13 years as principal of South Portland High School, she relies heavily on her professional experience as a supervisor and an evaluator. Jeanne is currently Assistant Executive Director of the Maine Principals’ Association and she has served for a number of years as a member of the USM Educational Leadership Advisory Committee.

Jeanne’s undergraduate degree was earned at Colby College in 1976 and her USM graduate degree was earned in 1979. As Maine’s 2003 High School Principal of the Year, Jeanne was selected to be honored during the inaugural year of USM’s Educator Wall of Fame.

The Crocker clan takes education seriously. Jeanne’s husband Lloyd is principal of Loranger Middle School in Old Orchard Beach, her brother-in-law Lee is the recently retired principal of Lyman Moore Middle School in Portland, and her sister-in-law Claire, teaches at Lincoln Middle School in Portland. Guess what they talk about at family gatherings!

Assistant Principal Certificate Coming to LA Campus!

Beginning this fall 2013 we will again be offering our Assistant Principal Certificate courses at the Lewiston-Auburn campus. The first course, EDU 670-Introduction to Leadership will be taught by Glenn Cummings. It will be offered on Mondays from 4-6:30. For more information on the certificate or sequence, contact Jody Capelluti at jodyc@usm.maine.edu.
Thinking About Internship?

I think I am ready for the Ed. Leadership Internship. What do I need to do?

The Internship and EDU 677: Seminar in School Management should be the last set of courses you need to take before graduating from the Educational Leadership Master's. The Internship can also be taken to fulfill the capstone requirement in our post-master's (CAS) in Educational Leadership program.

Please notify Kathie Bickford at 780-5400 or kbickford@usm.maine.edu as soon as possible but no later than February 21, 2013, if you believe you are ready to start the Internship with the next group, which begins at the end of April. Faculty will review your transcripts and contact you to inform you of your eligibility.

When does the Internship and EDU 677 Seminar in School Management take place?

EDU 685: Principalship, EDU 686: Special Ed. Director, and EDU 688: Curriculum Coordinator Internships are nine graduate credits in total (three credits a semester) that span three consecutive semesters (summer, fall, and spring, respectively). The course meets once every two or three weeks for the whole year. During the summer, the meetings take place during the day, and during the fall and spring, the meetings occur from 7-9:30PM. Individual meetings with you, your mentor, and your instructor are scheduled three times a year.

Summer 2013 Registration

March 1: Advanced registration begins for matriculated students

March 5: Open for all students taking classes

Payment is due April 15. After April 15 payment is due at time of registration.

Summer 2013 Session Dates:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session II</th>
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<tbody>
<tr>
<td>4 week</td>
<td>4 week</td>
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<tr>
<td>May 13-June 7</td>
<td>July 1-July 26</td>
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<tr>
<td>7 week</td>
<td>7 week</td>
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<tr>
<td>May 13-June 18</td>
<td>July 1-Aug. 16</td>
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</tbody>
</table>

Holidays: Monday, May 27 Memorial Day

Thursday, July 4 Independence Day

Many of our courses do not fit within these session dates. We offer a variety of formats (online, face to face, blended) and delivery times such as one week intensives. Be sure to check on MaineStreet to confirm class days and times.
New Faculty Position Search:  
Assistant Professor of Educational Leadership

The University of Southern Maine’s School of Education and Human Development seeks applicants for a full-time, tenure-track faculty position who are committed to focusing on developing new kinds of leadership in schools and improving the quality of curriculum and instructional practices in Maine schools. Primary teaching responsibilities include courses in educational leadership with a specific focus on principal leadership, evaluation and supervision, and supervision of fieldwork. In addition, the successful candidate will advise masters, CAS, and doctoral students, collaborate on grant-writing, conduct research, engage in professional service, participate on department, college, university, and state level committees, be ready to use current distance learning teaching technology, work in off-campus school-university partnership programs, such as working with Southern Maine Partnership and will have demonstrated leadership, preferably at the building level.

The School of Education and Human Development is committed to providing quality educational and professional development opportunities to prospective and current school leaders. The Educational Leadership Department offers a master’s degree, two certificate programs, and a certificate of advanced study. The master’s program is divided into three areas: administration for certification as a building principal, administration for certification as a special education director, and teacher leadership. In addition, the faculty works in collaboration with faculty from the Muskie School of Public Service to offer a PhD program in public policy with a focus on educational leadership.

Qualifications: Required: A doctorate in Educational Administration/Instructional Leadership. Recent experience in leadership roles in public schools and interest in taking an active role in K-12 school improvement efforts. Preferred: Research, publication record, and university teaching experience are desired. The applicant will have a demonstrable commitment to diversity, equity for all learners in schools and an understanding of the challenges facing school leaders today. Evidence of commitment to diversity, student success and active learning, and community engagement.

Apply online at: [https://usm.hiretouch.com/view-all-jobs](https://usm.hiretouch.com/view-all-jobs). You will need to upload a letter of application detailing qualifications for this position which should also include a statement of philosophy of school leadership; a curriculum vitae; and contact information for three professional references. Interviewees will be required to submit graduate transcripts or listing of graduate coursework. Review of applications will begin immediately. Anticipated start date is September 1, 2013. The university has an institution-wide commitment to inclusion, diversity, multiculturalism and community.
<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DAY</th>
<th>TIME</th>
<th>ROOM</th>
<th>DATES</th>
<th>FORMAT</th>
<th>CR</th>
<th>SPECIAL DATES</th>
</tr>
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<tbody>
<tr>
<td>EDU 600</td>
<td>Research Methods &amp; Techniques</td>
<td>M W T W Th</td>
<td>4-6:30 p.m. 8:30-11:30 a.m.</td>
<td>518 GLICK</td>
<td>5/13-6/12</td>
<td>6/18-6/20</td>
<td>Face to Face</td>
<td>3</td>
<td>See MaineStreet for details</td>
</tr>
<tr>
<td>EDU 600</td>
<td>Research Methods &amp; Techniques</td>
<td>M W T W Th</td>
<td>7:00-9 p.m. 4:10-6:40 p.m.</td>
<td>518 GLICK</td>
<td>5/13-6/1</td>
<td>6/18-6/20</td>
<td>Face to Face</td>
<td>3</td>
<td>See MaineStreet for details</td>
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<tr>
<td>EDU 600</td>
<td>Research Methods &amp; Techniques</td>
<td>N/A N/A N/A</td>
<td>N/A</td>
<td>5/13-6/28</td>
<td>online</td>
<td>3</td>
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<tr>
<td>EDU 615</td>
<td>Middle Level Curric &amp; Organization</td>
<td>MTWThF</td>
<td>8 a.m.–4 p.m.</td>
<td>205 Payson</td>
<td>7/08-7/15</td>
<td>Face to Face</td>
<td>3</td>
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<tr>
<td>EDU 617</td>
<td>Teaching in the Middle Level Sch</td>
<td>MTWThF</td>
<td>8 a.m.–4 p.m.</td>
<td>42 Payson</td>
<td>8/05-8/09</td>
<td>Face to Face</td>
<td>3</td>
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<tr>
<td>EDU 678</td>
<td>School Law</td>
<td>W</td>
<td>3:30-7:30</td>
<td></td>
<td>5/15-7/10</td>
<td>Face to Face</td>
<td>3</td>
<td>See MaineStreet for details of dates/time and location</td>
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<tr>
<td>EDU 685</td>
<td>Internship in School Administration</td>
<td>W</td>
<td>7:00-9:30</td>
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<td>Face to Face</td>
<td>3</td>
<td>Mandatory Orientation mtg in Gorham on April 22</td>
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<tr>
<td>EDU 686</td>
<td>Internship in School Administration</td>
<td>W</td>
<td>7:00-9:30</td>
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<td></td>
<td>Face to Face</td>
<td>3</td>
<td>Mandatory Orientation mtg in Gorham on April 22</td>
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<tr>
<td>EDU 687</td>
<td>Internship in Superintendency</td>
<td>W</td>
<td>7:00-9:30</td>
<td></td>
<td></td>
<td>Face to Face</td>
<td>3</td>
<td>Mandatory Orientation mtg in Gorham on April 22</td>
<td></td>
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<tr>
<td>EDU 688</td>
<td>Internship in Curriculum Administration</td>
<td>W</td>
<td>7:00-9:30</td>
<td></td>
<td></td>
<td>Face to Face</td>
<td>3</td>
<td>Mandatory Orientation mtg in Gorham on April 22</td>
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</tbody>
</table>

*This schedule is tentative and is subject to changes. Please see MaineStreet for changes and updates.*
**Notes of Interest**

**Faculty & Staff Program Directory**

**Faculty**

Jeffrey Beaudry .............................................. 207-780-5493 ....... jbeaudry@usm.maine.edu  
Joseph Capelluti ............................................. 207-780-5077 ........ jodyc@usm.maine.edu  
James Curry ..................................................... 207-780-5402 ........ jcurry@usm.maine.edu  
Thomas Edwards ............................................ 207-780-5090 ....... tedwards@usm.maine.edu  
Lynne Miller ................................................... 207-780-5479 ........ lynnem@usm.maine.edu  
David Silvernail ............................................... 207-780-5297 ........ davids@usm.maine.edu  

**Staff**

Kathleen Bickford ................................. 207-780-5400 ........ kbickford@usm.maine.edu  
Jen Rock ...................................................... 207-780-5400

**Finish Your CAS and Professional Educator Now and With Help!**

We have simplified the process for Certificate of Advanced Study and Professional Educator students to complete their degrees.

We have launched a “Capstone /Directed Study” seminar in which candidates will formulate, carry out and report on their culminating projects with help and guidance.

Assistant Professor Tom Edwards will help you define, set up and register for your capstone or directed study course.

Associate Professor Jeff Beaudry will teach the Capstone/Directed Study seminar during 2012-13.

To take advantage of this opportunity, please contact Tom Edwards at tedwards@usm.maine.edu or at 865-3642 any day up to 9 pm, or Kathie Bickford at kbickford@usm.maine.edu or at 780-5400, from 9:00 a.m.-5:30 p.m. weekdays.

**Planning Ahead: Advising Night**

The next Ed. Leadership advising night is scheduled for April 4th, from 3:00-4:30 in 220-221 Bailey Hall. Call or email Kathie Bickford at 780-5400 or kbickford@usm.maine.edu to arrange an appointment with your faculty advisor.