

Catholic School Administrator's Toolkit

By **Patty Orecchio**, Program Developer



As the new school year begins, many of the tasks that principals and vice-principals must complete are administrative and the basis for “making the trains run on time”. Without these tasks the professional learning communities cannot get started, the balanced school day may be askew and student learning may still be waiting at the door. Busy administrators and instructional leaders learn to value tools, which help them complete these many tasks quickly and efficiently so that they can spend time on what is important in a school, student learning.

The CPCO Catholic School Administrator's Toolkit was created to help busy principals and vice-principals find examples of prayers, liturgical celebrations, letters, forms, handbooks and other resources to help them in the daily running of their schools.

This web-based tool is a compilation of resources to assist new and experienced administrators manage their schools more effectively and efficiently by providing a wide variety of downloadable resources, links to websites and selected references to books and articles. The Toolkit was created by active or recently retired CPCO members and continues to be updated as users send in new items.

This summer a dedicated team of principals met to revise and refine the Toolkit, making it easier to use and more responsive to arising needs. Resources are now listed under the headings of *Faith, Community and Culture*; *School Organization*; *Caring, Healthy and Safe Schools*; and *Instructional Leadership*. These four broad categories lead to detailed subcategories listing resources, which can be downloaded, edited and changed as needed. Whenever possible, files are posted in both Word and PDF formats.

The Toolkit now boasts a refreshed opening page with multiple search options. Users can search within the Toolkit, the CPCO website and the Internet for needed resources. With the many links to other sites, this should truly be the first location an administrator will go to when looking for information on any aspect of the principal's or vice-principal's role. Multiple key words have been added for search options, including one by month. If one searches for “September”, samples of letters, forms and other documents, which are applicable to the beginning of a school year, will be displayed.



Top row from left: Michael Murphy, Bruce-Grey CDSB; Rona Lynn Ferguson, Bruce-Grey CDSB; Luci Soncin, Toronto CDSB; Barbara McMorrow, CPCO Staff; Marisa Celenza, editor, *Principal Connections*; Gretchen Schuler, Toronto CDSB
Bottom row from left: Tracey Parish, Toronto CDSB; Bill Beaucage, Superior North CDSB
Absent: Pat Mulvihill, Algonquin and Lakeshore CDSB; Patty Orecchio, CPCO Staff

A new interactive feature will be added to the Toolkit making it possible for users to request a particular item.

Members are encouraged to contribute documents, resources and website references to the Toolkit so that others may benefit from their knowledge and expertise. A section related to reference books, which administrators will find useful is under development. If you found a resource helpful, you can be guaranteed that someone else will as well. Share your knowledge and expertise with your colleagues. Please send items to Marisa Celenza, editor of *Principal Connections* at editor@cpco.on.ca.

CPCO members are invited to try a free tour of the site and see for themselves some of the new and exciting changes. Principals and vice-principals new to their role are especially encouraged to view the website and perhaps save themselves hours of time creating letters and templates as they get started in their new roles.

Administrators wishing to purchase a license for the Toolkit should contact Nelly Kelders at nkelders@cpco.on.ca for further information on cost and board licensing.

Thank you to the Catholic School Administrator's Toolkit committee members for their expertise and generosity of time.