

# The New Education Managers' Orientation

June 15-17, 2010

Hilton Garden Inn Albuquerque Uptown,  
Albuquerque, New Mexico

New Head Start and Early Head Start Education Managers are often overwhelmed by the massive amount of Head Start-specific information needed to provide effective leadership to the program's education services area. Even highly qualified and experienced early childhood professionals face the daunting task of incorporating their expertise into a Head Start framework. **The New Education Managers' Orientation** is designed specifically for Education Managers with less than two years experience in their current position. The Orientation will focus on:

- Providing a global view of Head Start and Early Head Start within the context of the larger early childhood community.
- Presenting a comprehensive review of Head Start Performance Standards that relate directly to the responsibilities of Education Managers.
- Reviewing additional early childhood education materials and publications that support the implementation of quality Head Start and Early Head Start education services.
- Examining the basics of quality early childhood programming within the context of the Head Start Program Performance Standards.
- Providing a framework for implementing the Head Start Child Outcomes Initiative (screening, observation, child assessment, CLASS System, data aggregation, and data analysis).
- Identifying leadership, managerial, and supervisory skills that form the keystone of effective program management.
- Exploring creative and successful strategies used by model Head Start and Early Head Start programs across the country.

In addition to the two and one-half day orientation, **T/TAS** will provide six months of follow-up support via a special dedicated listserv for those who attend the orientation. Participating managers will be able to use the listserv to share ideas and opinions with each other; dialogue with Early Education and Management Specialists at **T/TAS**; ask questions related to their specific local program needs; and receive valuable updates on new Head Start education directives and challenges.

The Standard Registration Fee for **The New Education Managers' Orientation** is \$410 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$385 per person. (Some restrictions may apply based on level of subscription; see page 5 or visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.) For details on registering, including how to earn 1.525 Continuing Education Credits (CEUs) for this event, please see page 3.

## Your Presenters



**Gail Elleby**, Management Specialist, holds Master's degrees in Public Administration and Sports Administration. Her work experience includes non-profit board development and training, collaboration training, leadership development, entrepreneurship, managing organizational change, strategic planning, volunteer program development, recruitment and training, program evaluation, program monitoring, non-profit agency relations, and corporate philanthropy.

**Michael Gramling**, Human Development Specialist, found his professional home in 1979 when he discovered Head





Start and embraced its values and its goals, particularly those of enhancing the dignity of families living in poverty and of supporting parents as the primary educator of their children. Michael works with professionals in the field to develop approaches that are more responsive to the individual needs of and more targeted in their support of parents and their decisive role in the success of their children.

*(T/TAS reserves the right to substitute or reduce the number of presenters as circumstances warrant.)*

## Learning Outcomes

- ★ Participants will gain knowledge of the major resources and references needed to implement effective education services.
- ★ Participants will increase their understanding of the integrative nature of all Head Start service areas.
- ★ Participants will be better prepared to develop creative and innovative strategies for local program implementation of the Performance Standards.
- ★ Participants will gain insight into the Performance Standards as they relate to early childhood best practices.
- ★ Participants will explore the application of standards and best practices in creating high-quality early education programs.
- ★ Participants will identify current, innovative, and research-based information, resources, and technical assistance for maintaining high-quality Head Start and Early Head Start education services.

## Hotel Accommodations

The Hilton Garden Inn Albuquerque Uptown is located at 6510 Americas Parkway in Albuquerque, New Mexico. Hotel accommodations are available at the special conference rate of \$91 per night for single or \$115 per night double occupancy (plus applicable taxes). Breakfast buffet vouchers are included in the guest room rate. To qualify for the special conference rate, please state that you will be attending **Head Start Education Managers** when making your reservations. Please make your hotel reservations **no later than May 24, 2010** by calling 877-782-9444 or 505-944-0300

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

## Tentative Agenda

### Tuesday

|                  |   |
|------------------|---|
| 7:30 - 8:30 a.m. | Registration                                    |
| 8:30 a.m. - Noon | What Is an Education Manager Anyway?            |
| Noon - 1:30 p.m. | Lunch on Your Own                               |
| 1:30 - 4:30 p.m. | Pull Those Performance Standards Off the Shelf! |
| 4:30 - 5:00 p.m. | Q&A Session                                     |

### Wednesday

|                  |  |
|------------------|--|
| 8:30 a.m. - Noon | The Non-Negotiables: <ul style="list-style-type: none"> <li>• Responsive Curriculum and How Children Learn</li> <li>• Screening, Child Assessment, and Child Outcomes</li> <li>• CLASS System</li> </ul>   |
| Noon - 1:30 p.m. | Lunch on Your Own  |
| 1:30 - 4:00 p.m. | More Non-Negotiables: <ul style="list-style-type: none"> <li>• Supervision and Quality</li> <li>• Ongoing Monitoring</li> <li>• Program Governance and the Education Manager</li> <li>• The Education Budget</li> <li>• Management Systems for the Education Service Area</li> </ul> |
| 4:00 - 4:30 p.m. | Q&A Session  |

### Thursday

|                        |   |
|------------------------|---|
| 8:30 a.m. - 12:30 p.m. | Creating a High-Quality Head Start Program: The Importance of Leadership and Management |
|                        | Putting It All Together for Your Program  |

# Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), locate the event you wish to register for, and then click on the **Register** button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form with check, money order, or Purchase Order (made out to T/TAS), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill.

**Enrollment is Limited:** T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

**Confirmation of Registration:** Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

**Cancellations/Substitutions Policy:** If you cancel your registration in writing 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

**Continuing Education Units (CEUs):** Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of the attached registration form and include an additional fee of \$25 per person.

## T/TAS Also Brings the Training to You

T/TAS is a leading provider of on-site professional development training and technical assistance. Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching **all** of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. **Most of the events in our annual and quarterly training catalogs can be adapted for presentation in your local program or cluster.**

T/TAS also specializes in designing training specifically for delivery on-site in your local program, including such titles as *Preparing for An On-Site Federal Review*; *Program Governance: Road Map to Success for Decision-Makers*; *Positive Guidance: Making A Place for Everyone*; *Self-Assessment*; *The Supervisor/Mentor Coach Institute*; *Five Parenting Behaviors That Predict Success in School*; *Supporting the Involvement of Fathers in the Lives of Young Children*; and *Ongoing Monitoring: The Key to Quality in Head Start*. To learn more or to schedule training, call 800-882-7482.



# Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Agency/Program: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Enrollment is Limited:** T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

| EVENT  | SELECT FEE(S)  |
|--|--|
| <input type="checkbox"/> <b>THE NEW EDUCATION MANAGERS' ORIENTATION, JUNE</b><br>15-17, 2010, HILTON GARDEN INN ALBUQUERQUE UPTOWN,<br>ALBUQUERQUE, NEW MEXICO | <input type="checkbox"/> Standard Registration: \$410<br><input type="checkbox"/> <b>T/TAS@Your Service</b> Subscribers: \$385*<br><input type="checkbox"/> Check if requesting 1.525 CEUs (15.25 contact hours) from Western Kentucky University and include an additional \$25 in payment. |

\* Subscribers, please include **T/TAS@Your Service** Enrollment No. \_\_\_\_\_. Some restrictions may apply; visit [www.ttas.org/ays.html](http://www.ttas.org/ays.html) for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

### CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No. \_\_\_\_\_ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Visa Card Users, please include 3-digit V number from back of card: \_\_\_\_\_*

**Return to:** T/TAS  
1906 College Heights Boulevard #11031  
Bowling Green, Kentucky 42101-1031  
Fax: 270-745-3340 or 270-745-2142  
Call 800-882-7482 for more information

**ACCESSIBILITY NEEDS:**  
Do you have any disability that requires special materials or services?  
Do you have a special dietary need?

**Cancellations:** To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event. EIN61-1358086