



***How To Work With Less, Produce More & Still Get The Job Done In  
A Sensible School Week  
~ for Administrators and Their Secretaries/Assistants ~***

**Want To Reduce Your Total Work Hours &  
Multiply Your Time In Classrooms By 500%?**

**In This Program You Will Learn How To...**

- + Maintain a sensible workweek by increasing personal productivity and efficiency
- + Observe classroom instruction for two full days each week
- + Be re-energized in the role of "Instructional Leader"
- + Employ best practices for utilizing administrative support
- + Organize your school community around producing breakthroughs in student achievement

**What Participants Say About TBC's Program...**

*I had to address the time management issue before I could realistically address the process issue in Teacher Evaluation.*  
**Barbara Fillhart, Principal, Sligh Middle School, Hillsborough County School District, Tampa, FL**

*I learned how to collaborate, communicate and delegate, using TBC's Management Methodology™ and my secretary. I began developing a "turnkey system" to train staff and establish administrative depth – still a work in progress, but it's not just about me anymore. The school runs even when I'm not there, leaving me more time for a personal life.*  
**Curt Bunting, Principal, Sussex Technical High School, Georgetown, DE**

*TBC program provided a leadership structure that increased my time in classrooms to monitor instruction, support teachers, and provide essential professional development aligned to the immediate needs of my students and teachers. As a result, our school attained National NCLB Blue Ribbon status and has become a model for other inner city schools at closing the achievement gap.*

**Kathy Greider, Former Principal, Dwight Elementary, Hartford, CT**

**Dates:** Thursday, November 20, 2014 (Administrators ONLY),  
Friday, November 21, 2014 (Administrators & Assistants)

**Time:** 8:00 am - 4:00 pm both days

**Where:** Connecticut Association of Schools, 30 Realty Drive, Cheshire, CT 06410

**Cost:** \$650 per team of two (Administrator & Assistant)  
\$425 per additional Administrator  
\$225 per additional Assistant

**Registration Deadline:** October 31, 2014 or When Full

**Payment:** Payable to "CAS" and due by November 1, 2014. Refunds will not be available for non-attendance at the conference or for cancellations made after November 1, 2014. If payment has not been received by November 1<sup>st</sup>, CAS reserves the right to cancel the registration.

**REGISTRATION IS LIMITED TO CONNECTICUT TEAMS FROM CAS MEMBER SCHOOLS THROUGH  
OCTOBER 1, 2014.**

If space remains after October 1st, registration will be open to teams from non-member schools.

**REGISTER AT [www.casciac.org/register](http://www.casciac.org/register). SELECT BREAKTHROUGH COACH NOVEMBER 2014.**

For registration information, contact Anna Simeonidis at the Connecticut Association of Schools at [asimeonidis@casciac.org](mailto:asimeonidis@casciac.org) or 203-250-1111.