

LEADERSHIP UPDATE

Volume 7

Number 7

The ATA Library

The ATA library provides remote circulation and research services to ATA staff and members. Members can search the online catalogue and have materials mailed to them (with return postage). The collection is managed by a professional librarian and two library technicians (circulation and cataloguing). The library provides audiovisual and print materials and services in both French and English, and is proud to support the professional development efforts of teachers and various research initiatives of the Association. The collection mandate hinges upon professional development and research-support materials for teachers rather than curriculum resources. The ATA library provides answers to the question, “How do I better teach ...” rather than “What do I teach?”

The library staff also maintains important online bibliographies and links to peer-reviewed online resources. Members can also make unlimited use of two comprehensive online databases to further their continuing professional research. Members are invited to visit the ATA library’s list of services and the online catalogue at www.teachers.ab.ca (under Publications).

The ATA Central Records Program

Since 2008, the ATA has been building a formal records-management program with two goals. The first goal is to provide a central repository for ATA legacy records on executives and past-executive boards of locals, convention associations and specialist councils. These records are currently housed all over Alberta by dedicated member-volunteers.

The Central Records technicians receive legacy materials (often without warning and in terrifying quantities) and process it for organization, privacy concerns, preservation, secure destruction or archiving. We have a motto in Central Records: “Never say no to a box. And never believe the label.” We appreciate the support of executives and past executives in ensuring that materials that are no longer required for the day-to-day operation of the local, association or council reach Barnett House. The Central Records team is standing by to assist in any way possible. The second goal is to establish final records-retention schedules and controls for active records in order to achieve control over ATA information assets throughout their life cycle. For more information on how to deposit your executive’s records to the Central Records collection, please e-mail margaret.shane@ata.ab.ca.

The ATA Archival Program

The Association maintains a growing archive of records that have been determined to be of permanent value owing to their research-support and evidentiary content. The Association acceptions, preserves, describes and houses records that have historical, evidentiary, financial, informational or legal value to the Association. The archives has also, in recent years, begun to accept donations related to individual teaching careers. The archival holds of the ATA date from 1917 and include the earliest records of the former Alberta Teachers’ Alliance, including 30 years of correspondence between John W Barnett and the ATA’s first volunteer members.



Security is mostly a superstition. It does not exist in nature nor do the children of man as a whole experience it. Avoiding danger is no safer in the long run than outright exposure. Life is either a daring adventure, or nothing.

—Helen Keller



Corporate records and personal materials constitute this collection. The ATA archives are available to researchers with the prior written permission of the executive secretary or the associate executive secretary. The archives technician is responsible for the day-to-day processing, retrieving, housing and describing of these invaluable, one-of-a-kind materials according to archival best practices. Visitors to the archives invariably remark that the materials are among the Association's best-kept secrets. A favourite stop of visitors is Mr Barnett's card catalogue housing the original set of membership cards. The archives maintains teachers' important link to their professional past and contributes to the ongoing story of teaching professionals in Alberta.

The ATA Privacy Office

The Association's compliance efforts under the *Personal Information Protection Act* (PIPA) are the purview of the privacy officer. The privacy officer also educates new staff; consults with various program areas regarding information initiatives; and provides support to all staff, locals, convention associations and specialist councils. Since members of the Association are governed in their work life by the *Freedom of Information and Protection of Privacy Act* (FOIP), the ATA privacy officer also provides assistance to staff officers working with teachers whose concerns or needs intersect with FOIP rules. In addition, the privacy officer administers all requests for access, as well as all complaints, judicial reviews and other related activities under both acts.

To Do or Not to Do

Administrators' Legal Obligations to Students, Teachers, Parents: School Safety

April 19, 2011, 0800–1530
Barnett House, 11010 142 Street, Edmonton

The ATA is offering school administrators and central office administrators a full-day seminar on school safety and the related legal obligations.

School administrators work within a complex set of employment, professional and social parameters set out in various laws, regulations and policies. As a result, administrators need a basic understanding of how the law affects them and those with whom they interact every day—students, teachers, central office staff and parents.

This seminar is designed to help administrators become more knowledgeable about their legal obligations with respect to school safety. Presenters from the ATA and its legal counsel, Field LLP, will provide information about the following issues within the framework of the law as it is today:

- Student conduct and legal liabilities
- Limitations of harassment
- Legislation dealing with bullying
- Bullying—when it becomes a crime
- Conducting an investigation—the role of the principal

A hot, buffet-style breakfast will be available from 0800 to 0845; the session will commence at 0845. Lunch will also be provided.

There is no charge for registration for members holding the highest level of Association membership available to them. Participants will be responsible for their own travel and accommodation costs.

If you are interested in attending this seminar, speak to Leslie Kaun at Barnett House, no later than Thursday, April 14, 2011, or e-mail leslie.kaun@ata.ab.ca.

To find archived issues of *Leadership Update*, go to www.teachers.ab.ca and click on Resources for School-Based Administrators.

Feedback is welcome. Please contact Konni deGoeij, associate coordinator, administrator assistance, Member Services, at konni.degoeij@ata.ab.ca.

2011 EDUCATIONAL LEADERSHIP ACADEMY

July 11–15, 2011

Sessions will focus on practical suggestions for using Dr Garner’s approach in planning and implementing daily lessons to stimulate cognitive engagement and on how administrators can improve the instructional practices of their teachers with the goal of enhancing student achievement. Specific topics will include the following:

- Using everyday curriculum to help students develop their cognitive structures, which are interconnected psychological systems (basic mental tools) needed to process information and make sense
- Offering early intervention and coaching for students who don’t “get it,” even after modifications and alternative methods have been used
- Preventing learning problems by equipping students with cognitive tools for gathering, processing and using information presented in class
- Helping students become more aware of their own cognitive processing when they encounter unfamiliar information or have to deal with change
- Using effective questioning to stimulate self-reflection, lesson analysis and collaboration between teachers and students
- Using action research as a model for ongoing professional development that benefits administrators, their teachers and their students
- Becoming aware of the spiritual dimensions of learning—the immaterial, intangible aspects of effective teaching and learning
- How learning and behaviour are affected by the relationship between cognitive processing and emotional influences



Q & A

GORDON THOMAS
Executive Secretary

Q: Some of my colleagues have been accessing the ATA library for professional development materials. I’m planning some coursework and research of my own. Can the library help with that?

A: The ATA library stands ready to assist members with any informational aspect of either professional development or course-based inquiries. For example, the library’s collection includes resources on research methodologies such as textual

analysis and grounded theory, as well as indigenous, qualitative and quantitative resources. Preparing research, a thesis or other material for peer-reviewed publication? The library’s resources cover topics including research analysis, neuro-education, media literacy, reading theory, educational technology, leadership, differentiated learning, professional learning communities and a host of emergent pedagogical issues, and include reports, reference titles and statistics together with historically important educational research and theory. Online databases support ongoing research and coursework, as do subject-specific Web links to peer-reviewed and authoritative online content. Professional library staff are available to assist with all library services. All resources, including French materials, circulate via Canada Post’s book rate. Teachers outside of Edmonton can search the online catalogue, order their books, and have them sent to their home or school address (with return postage) at no cost. For more information on the full extent of library services, visit the Association’s website at www.teachers.ab.ca and look under Publications.

**UPCOMING
WORKSHOPS
AT BARNETT
HOUSE**

APRIL 11-14
Healthy Interactions
Facilitator Training
in Edmonton
(4 Days)

AUGUST 11-12
Understanding
Conflict
(for Administrators)
This workshop is designed
for school and district level
administrators
(2 Days)

AUGUST 15-18
Healthy Interactions
Facilitator Training
in Edmonton
(4 Days)

AUGUST 22-23
Understanding
Conflict
(2 Days)

Registration for a workshop
is free to active members
and includes all training
materials, breakfast and
lunch. Participants are
responsible for substitute
costs, travel and
accommodation costs if
needed.



healthy interactions
RESOLVING INTERPERSONAL CONFLICT

REGISTRATION FORM

Facilitator Training

This four-day workshop is for active members who wish to become facilitators of the Healthy Interactions program.

Choose one session only

- April 11-14, 2011, Edmonton (deadline April 2, 2011)
- August 15-18, 2011, Edmonton (deadline June 18, 2011)

Understanding Conflict: A Communications Workshop

This two-day workshop is intended to help individual teachers and administrators enhance their personal ability to deal with conflict concerns.

Choose one session only

- August 11-12, 2011, *for Administrators*, Edmonton (deadline June 18, 2011)
- August 22-23, 2011, *for all members*, Edmonton (deadline June 18, 2011)

PLEASE PRINT

Name: _____

School: _____ School jurisdiction: _____

Current Assignment: _____

Phone Numbers:

Home _____ Work _____ Cell _____ Fax _____

E-mail address: _____

Food allergies: _____

Please fax the information to Marilyn Terlaan, Administrative Officer, ATA at 780-455-6481 or mail to 11010 142 Street NW, Edmonton, AB T5N 2R1, by the deadline date.

For information and additional registration forms visit www.teachers.ab.ca. Follow the links under For Members; Healthy Interactions Program.



The Alberta Teachers' Association

