

Center for Secondary School Administrators and Supervisors

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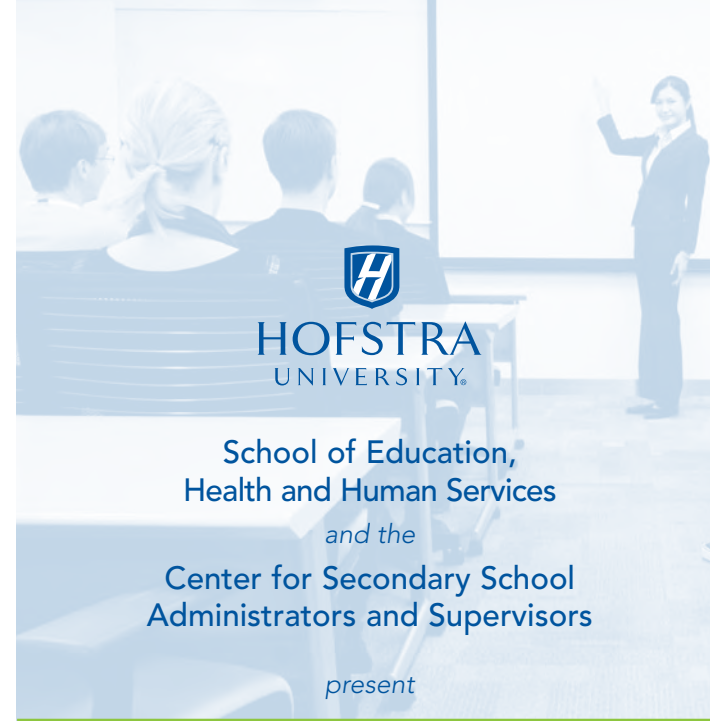
For directions to campus and a printable campus map,
please visit hofstra.edu/directions.

In case of inclement weather, please call 516-463-SNOW.

Registration is limited and preregistration is necessary.
Fees are nonrefundable unless cancellation notification is
provided at least 48 hours in advance of the workshop.

Hofstra University is an EO/AA/ADA educator and employer.

A TWO-DAY WORKSHOP:
**How to Build the
Master Schedule**
March 8 and 22, 2012




HOFSTRA
UNIVERSITY®

School of Education,
Health and Human Services

and the

Center for Secondary School
Administrators and Supervisors

present

A TWO-DAY WORKSHOP: How to Build the Master Schedule

This two-day workshop is designed for present and future administrators, subject area supervisors, guidance counselors, school administration, central office personnel and Board of Education members. Anyone who is connected with or responsible for building the secondary school master schedule will find this workshop beneficial.

Thursday, March 8 and 22, 2012

8:30 a.m. to 3:30 p.m.

246 East Library Wing
Joan and Donald E. Axinn Library
South Campus

How to Build the Master Schedule

DR. STEVEN KUSSIN, workshop presenter

Now in its 35th year, this workshop is presented by Dr. Steven Kussin, an adjunct professor in Hofstra University's School of Communication and in the Department of Educational Leadership and Administration at Long Island University-C.W. Post Campus. This course has been offered since 1976 as an elective for urban and suburban educators on both the New York University Washington Square and Long Island University-C.W. Post campuses. In addition, the course has been taught on an in-service basis and as a workshop for individual school districts, where Dr. Kussin has worked as a consultant in resolving scheduling and other common administrative problems.

Dr. Kussin earned a bachelor's degree from Cornell University, a master's degree from Brooklyn College, and a doctorate from New York University. He began his career as an English teacher in New York City and then moved to the position of assistant program chairman in charge of scheduling. He was a building administrator for 26 years, including 21 years as a high school principal. In addition to teaching at Hofstra University, you can hear his report, "CBS on Education," three times a day on WCBS Newsradio 880. Dr. Kussin also writes a weekly newspaper column, "The Principal's Office." His book *How to Build the Master Schedule in 10 Easy Steps* was published in July 2007. He serves as a consultant on scheduling matters for many school districts throughout the United States.

Dr. Kussin firmly believes the master schedule building process has been a deep, dark secret for too long. Often, those responsible for building the master schedule were told not to emerge from their office until the process was complete. Instead, he believes the entire process should be transparent, and everyone affected by the master schedule should be made aware of what the building process involves. To reduce the uneasiness brought on by a

lack of understanding and to educate those affected by the schedule, Dr. Kussin has reduced the entire master schedule building process to a "generic" 12-month, 10-step model that works for schools of all sizes. Although this workshop is geared toward high school personnel, elementary and middle school personnel are welcome to attend.

On the second day of the workshop, participants get a chance to apply what they learned the first day. This follow-up session will consist of hands-on activities, with simulated data provided for participants to build a mock master schedule from start to finish. Participants will complete an exercise for each of the steps presented during the previous session.

This exercise will include a survey of alternatives to the traditional master schedule, including block scheduling, flexible modular scheduling, rotating periods, rotating days, periods of variable time length, small learning communities, alternative schools within schools, team teaching, interdisciplinary studies, and regrouping. Attention will be paid to how RTI and AIS services are incorporated into the schedule. Some of the innovations currently in vogue for the middle school will also be presented. The finished product will be a completed master schedule for a school of 360 students.

► WORKSHOP FEE AND INFORMATION

THURSDAY, MARCH 8 AND 22, 2012

8:30 a.m.-3:30 p.m.

246 East Library Wing

Joan and Donald E. Axinn Library, South Campus

The workshop fee of \$220 includes continental breakfast and a buffet lunch each day.

Please bring a pocket calculator and several colored pens or pencils. Workshops begin promptly, so please allow time for traffic and parking.

For information on all of our conferences, please visit hofstra.edu/educationworkshops.

RETURN REGISTRATION FORM with payment by Friday, March 2, 2012, to:

John R. Lewis, Assistant Dean
Office of Professional Development Services
School of Education, Health and Human Services
120 Hagedorn Hall
119 Hofstra University
Hempstead, New York 11549-1190

For more information:

Telephone: **516-463-5750**

Fax: **516-463-4370**

Website: hofstra.edu/educationworkshops

☐ **YES!** Please enroll me in the *How to Build the Master Schedule* workshop on Thursday, March 8 and 22, 2012 (8:30 a.m. to 3:30 p.m.).

Please indicate your level of experience with scheduling:

Check one: ☐ Extensive ☐ Moderate ☐ Beginning

Date _____

Name _____

Position _____

Institution _____

Address _____

Telephone (work) _____

Telephone (home) _____

Telephone (cell) _____

Email _____

METHOD OF PAYMENT

☐ A check in the amount of \$220 (payable to Hofstra University) is enclosed.

☐ A district purchase order in the amount of \$ \$220 (payable to Hofstra University) is enclosed.

Visa/MasterCard is also accepted. To pay by credit card, please visit hofstra.edu/edworkshopenreg. Registration must be received with payment no later than Friday, March 2, 2012 .