



Improving Your School One Week at a Time: Building the Foundation for Professional Teaching and Learning

Jeffrey Zoul

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This book displays 37 “Friday Focus” memos, each of which provides insight into a specific aspect of teaching and learning for all to reflect on throughout the year. Friday Focus memos address the principal’s responsibility to shape the school culture, provide intellectual stimulation, and communicate effectively. The memos are organized around the school year and provide educators with a wide variety of insights into how to improve our schools. They are typically between 500–1,000 words in length and can be sent out via e-mail to each staff member – not only to the teachers but also secretaries, custodians, and cafeteria workers. A vehicle for school improvement, the Friday Focus memos provide a step-by-step plan for staff members and principals to work together as change agents for school improvement.

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