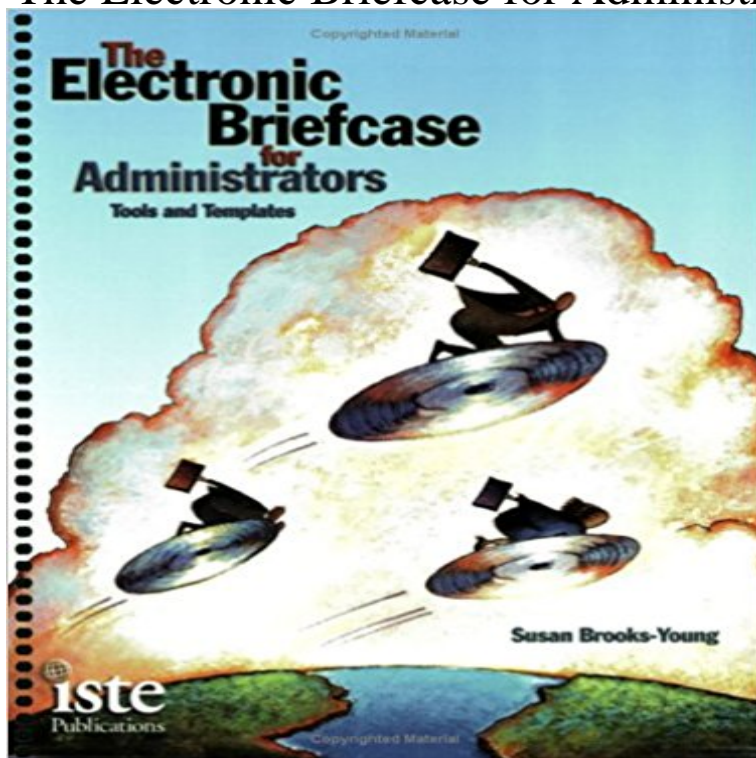


The Electronic Briefcase for Administrators: Tools and Templates



Susan Brooks-Young offers time-crunched administrators a suite of tools to enhance their productivity. The Electronic Briefcase offers a host of practical resources equally useful to those proficient with technology and to those just getting started. Included on the accompanying CD-ROM are more than 35 templates organized around the NETS for Administrators that will help education leaders complete everyday administrative tasks. FEATURES Basic instruction for file management and productivity software CD-ROM templates for classroom observations, staff meetings, budget planning, evaluation rubrics, and more Tools for creating letterhead, memos, flyers, discipline referrals, and certificates Also available: Visual Arts Units for All Levels - ISBN 1564842428 National Educational Technology Standards for Teachers: Second Edition - ISBN 1564842436 The International Society for Technology in Education (ISTE) is the trusted source for professional development, knowledge generation, advocacy and leadership for innovation. ISTE is the premier membership association for educators and education leaders engaged in improving teaching and learning by advancing the effective use of technology in PK-12 and teacher education. Home of the National Educational Technology Standards (NETS), the Center for Applied Research in Educational Technology (CARET), and ISTE's annual conference (formerly known as the National Educational Computing Conference, or NECC), ISTE represents more than 100,000 professionals worldwide. We support our members with information, networking opportunities, and guidance as they face the challenge of transforming education. Some of the areas in which we publish are: -Web. 2.0 in the classroom-RSS, podcasts, and more -National Educational Technology Standards (NETS) -Professional

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