

Qualification of School Executives in Saxony

Phase 1 Orientation	Phase 2 Office Preparation	Phase 3 Accompanying Introduction						Phase 4 In-Service-Support			
Teachers with interest on leading	Teachers with intention for application	Head teachers and deputy head teachers			Desk officers of school authority	Heads of department	Sixth form coordinators	Active working executives			
Optional	Optional	Compulsory	Elective	Optional	Compulsory	Compulsory	Compulsory	Elective			
Orientation day	Quality Management	Kick off day Compulsory part	Kick off day Project				Training on supply				
Perspectives of human resources development	Development of teaching processes	Self-study			Performing schools as a learning organisation	Role and mandate of school authority	Role and mandate of heads of department	Role and mandate of sixth form coordinators			
Work on portfolio	Organisational development	Head teacher as an executive			Self-study	Leading the staff	Law and administration	Legally compliant actions as a head of department		Legally compliant actions for sixth form coordinators	
Self-assessment - competence profile of school management	Cooperation	Human resources management	Processing a project		Self-management	Job Shadowing in SMK, SBA, SBI, schools, companies		Quality development within Saxon educational system	Project management	Cooperation and team development	Training on demand
Leading and managing a school	Project Management	Self-study			School development as a leadership duty			Leading of the development of teaching processes	Quality control/assurance		
Insight into leading practice at schools	Basics of school legal basis	Self-study			Quality Management			Development of teaching processes in teams	Symposia		
		School management as a leadership duty			Project presentation			Reflection day			
		In-process supervision									