

Superintendent Development Program
SPECIAL TOPIC SESSION PROTOCOL
More like a class Less like a panel

Special Topic Sessions are three hour classes to introduce the associates to superintendent knowledge, skills and attitudes relative to a specific content area. The sessions provide associates with three experiences:

- an introduction to superintendent knowledge, skills, attitudes in a content area
- an opportunity to hear experienced superintendents teach and discuss how they approach and administer responsibilities in the content area
- an opportunity for associates to reflect and question experienced superintendents on how they approach and administer responsibilities in the content area

The focus of all Special Topic Sessions is the Superintendency - - What must the superintendent know? How does the superintendent learn it? How does the superintendent monitor it? What are the superintendent's responsibilities? What does the superintendent watch for? Etc.

COHORT FACULTY RESPONSIBILITIES:

- **Cohort faculty has primary responsibility for planning and presenting the special topic sessions.**
- The presenters for special topic sessions are two (or three) experienced superintendents and perhaps(optional) one content specialist (may or may not be a superintendent). **REMEMBER: It's about the Superintendency.** The superintendent panelists are usually not SDP faculty.
- The faculty should work with the panelists to sculpture the class. It should be clear to presenters the format for the session - - topic(s) they are to cover, topic(s) being covered by the other presenters, amount of time allotted each presenter, and the structure of the question and answer portion of the class.
- A list of the full names, titles, organization, and contact address, telephone number and e-mail addresses of presenters should be provided. The session should help associates build network.
- The session should start with an introduction of all presenters, associates, and faculty.
- A 15-minute break should be planned mid-way through the special topic session, for the associates to meet in groups of three or four to develop questions for the presenters, and to socialize.
- A faculty member should be prepared to moderate the presentation and discussions, as needed.
- The host team may want to provide refreshments—particularly if the special topic session is late afternoon (4:00 – 7:00 PM). The program does not provide a budget for refreshments.
- Letters of thanks should be sent to presenters.
- Cohort faculty should clarify to their team the expectation that associates are to actively participate in the session discussion - - coming to the session with questions - - participating in questioning-- having a follow up discussion at the next team meeting.