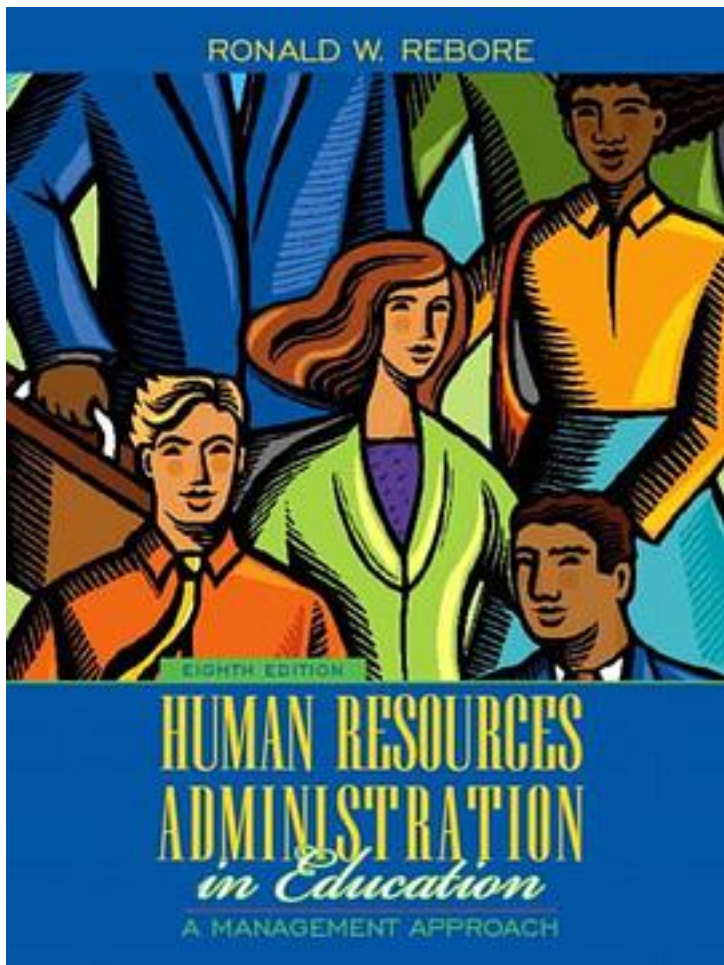


Human Resources Administration in Education



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This text presents a very practical, comprehensive treatment of the human resources function as it operates from a central office or school district level. The text utilizes a

management approach that reflects current ISLLC Standards and is organized around the processes and procedures necessary for implementing effective human resources administration. Chapter 1 presents an overview of the context in which human resources administration takes place. Treated in separate chapters are the eight essential dimensions of the human resources function: human resource planning, recruitment, selection, placement and induction, staff development, appraisal, rewarding, and collective negotiations. The final chapter presents legal, ethical, and policy issues in human resources administration.

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