



Human Resources Administration: Personnel Issues and Needs in Education (5th Edition)

L. Dean Webb, M. Scott Norton

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Personnel costs make up 75 to 85 percent of the typical school district budget. Because personnel are so important to the achievement of the goals and objectives of an educational system, human resources administration is of central importance.

The new fifth edition of *Human Resources Administration* allows those studying the field to learn relevant laws and policies, explore the application of computer technology, and discover successful collective negotiation strategies. For further success, this text helps readers develop integrated planning processes and communication systems while fostering a relationship of mutual respect and cooperation among the staff, the administration, and the school board.

The revised fifth edition includes increased coverage of various topics as well as a number of new features. A new chapter on staff development discusses effective staff development programs as well as five key steps in the staff development process while added coverage on the applications technology to the human resources field brings the text up to date. Case studies in each chapter help readers apply what they have just read to realistic situations in the workplace while visual organizers such as charts and tables add easy-to-understand illustrations of chapter concepts and lessons.

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