ORDER of GETTING ORGANIZED

The following is a suggested order for getting organized as a new superintendent. Try to establish some of these before the official start on the job.

ORGANIZE YOURSELF

Organize your personal life
Organize your office
  • Emergencies (usual and customary practice, chain of command)
  • Paper Flow
    o Mail
    o Typing
    o Filing
  • Requests/Problems
  • Telephone (intercept)
  • Financial Oversight
  • Accessibility - Board, Community, Administrator, and Staff

ORGANIZE WITH THE BOARD OF EDUCATION

Establish Working Relations and Rules
Set Board Agenda Procedures

ORGANIZE INSIDE THE SCHOOL DISTRICT

Establish Administrator Relations
Establish Staff Relations (and labor relations)
Establish Business Administration
  and Administrator/Manager Relations
Set Superintendent’s Areas of Responsibility

ORGANIZE RELATIONS WITH THE COMMUNITY

Set Patterns of Communication
Meet with Key Community Leaders
Set Patterns of Participation