

USE OF AN ENTRY PLAN

The Board of Education may ask for an Entry Plan as part of the screening/interview process (to demonstrate the candidate's insights, and reflection on the district), or after hiring as part of the superintendent transition process. Or, the new Superintendent may want to present a draft Entry Plan to the Board of Education, to plan (with the Board) for a smooth superintendent transition into the district.

KEY – YOUR ENTRY PLAN SHOULD REFLECT:

- 1. YOUR PHILOSOPHY OF LEADERSHIP and**
- 2. THE NEEDS / ISSUES OF THE DISTRICT YOU IDENTIFIED IN YOUR DISTRICT SCAN.**

IMPORTANT: PLAN FOR THE PERIOD AFTER YOU ARE OFFERED THE JOB UNTIL OFFICIAL APPOINTMENT

- NEEDED UNDERSTANDINGS WITH YOUR PROSPECTIVE NEW BOARD, then
- EMPLOYMENT CONTRACT, then
- HOW YOU WILL EXIT YOUR OLD JOB (notification, grace, fulfillment of commitments, attitude)

ENTRY PLAN

Your entry plan should be in writing, discussed with key people while in draft form (board president, district superintendent, or such), and presented to the board.

- 1. PLAN FOR PERIOD BETWEEN OFFICIAL APPOINTMENT AND FIRST DAY OF EMPLOYMENT (see “Getting Organized”)**
- 2. PLAN FOR FIRST DAY ON JOB**
- 3. PLAN FOR THE FIRST WEEK ON JOB**
- 4. PLAN FOR FIRST MONTH ON JOB**
- 5. PLAN FOR THE FIRST SIX MONTHS ON JOB**

Plan to review your Entry Plan with the Board after the first six months.