

## **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
  - Mail
  - Typing
  - 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