Superintendent Second/Third Year Checklist

The following is designed as a checklist approach for school superintendents entering years two and three. It is also useful for superintendents planning beyond the first 90 days of the first year.

AFTER THE FIRST 90 DAYS:

☐ Continue to follow the Entry Plan

☐ After the implementation audit (see below) focus on 2-3 District Initiatives and Monitoring.

☐ District Strategic Plan and Through-Line, School Board – Superintendent Relationship, Schedule Advance? Protocols in place? SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis?

☐ 30 Second, 3 Minute, and 30 minute message: Dr. Calvin Watts, Kent SD

☐ Reporting results of the Entry Plan and next steps School Improvement Planning: Data points

☐ Professional Learning Planning: Is your School Improvement Plan aligned up to the Strategic Plan and down to Teacher and Student Growth Goals?

☐ How do all Central Office Departments (Superintendent, Teaching and Learning, Student Services, Business, Operations, Human Resources, Communications) line up with the strategic direction of the district? What is the plan to elevate each department?

☐ Leadership Structure Moves and Expansion of Community Partnerships?

☐ What is your lens? Are the Mission, Vision, Values, and Beliefs clear? Common language defined? Have you established and expanded upon your personal coaches, consultants and collaborators?

☐ Leverage the Entry Plan Results to springboard district success – what structure are they connected to moving forward?

From Doug Reeves: Taking Audits (Including of Yourself)

Over the past year, Reeves has observed, at both the state and district levels, increased use of "implementation audits," which can be of great value to incoming superintendents. In this process, the new superintendent takes an inventory: What are the current initiatives? Are they being implemented? What is their impact on student achievement? "Before a new superintendent adds anything else, they have to answer these questions," says Reeves.