

**DEVELOPING YOUR ADMINISTRATIVE TEAM**

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**WORK IN PROGRESS**

Your superintendent is a work in progress

\* Because s/he is . . .

\* So Are You

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**YOU ARE A . . .**

\* Communicator

\* Confidant

\* Consultant

\* Anticipator

\* Sounding Board

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**YOU ARE A . . .**

- \* Buffer
- \* Filter
- \* Radar Detector
- \* All of these and more, in addition to your other responsibilities

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**HOW CAN YOU HELP YOUR TEAM?**

- \* Identify Who Your Team Is
- \* Superintendent Partnership/Agreement
- \* Communication
- \* Coordination and Planning Ahead
- \* Be Knowledgeable

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**WHO IS YOUR TEAM?**

- \* Superintendent
- \* Administrative Team
- \* Board of Education
- \* Others

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**SUPERINTENDENT PARTNERSHIP/AGREEMENT**

- \*What expectations does s/he have of you and the work you do?
- \*What responsibilities will you have?
- \*What are the boundaries?
- \*What does s/he want to know?
- \*What does s/he want to be shielded from?

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**SUPERINTENDENT PARTNERSHIP/AGREEMENT**

- \*What does s/he consider confidential?
- \*What can you automatically do without talking to her/him first?
- \*When to meet to discuss upcoming work? Weekly? Monthly?

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**COMMUNICATION IS KEY**

- \*Who do you need to keep informed?
  - ❖Superintendent
  - ❖Administrative Team
  - ❖Board Members
  - ❖Central Office
  - ❖Teachers
  - ❖Others

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**COMMUNICATION IS KEY**

\*What type of issues do you inform them of?

- ❖ Student issues
- ❖ Staff issues
- ❖ Accidents
- ❖ Legislative items
- ❖ Upcoming events

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**COMMUNICATION IS KEY**

\*How do you inform them (know their preferences)?

- ❖ Automatic or wait for input
- ❖ Mass e-mail
- ❖ Phone call
- ❖ Instant Alert
- ❖ Friday memos to Administrators and Board (keep list of items as they come up)

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**COORDINATION AND PLANNING AHEAD**

- \*Annual Calendar Meeting
- \*Enter standard regular district level meetings electronically on calendars
- \*Have access to calendars; watch and flag conflicts as new meetings or requests come up

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**COORDINATION AND PLANNING**

- \* Timeline of yearly events/tasks
  - ❖ Plan ahead when reports are due
  - ❖ Notify principals when evaluations are due
  - ❖ Annual Board reports

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**COORDINATION AND PLANNING**

- \* Folder (electronic or paper) for agenda items for each committee
- \* Electronic agendas (Boardbooks)
- \* Yearly notebooks for Administrators
- \* Yearly notebooks for Secretaries

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**KNOW YOUR 'STUFF'**

- \* Know the Union Contracts
- \* Know District History
  - ❖ Precedents
  - ❖ Minutes
- \* Know the District Policy/Guidelines
- \* If you don't know it, know where to find it quickly

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\*What challenges you the most?

\*What new results do you want to see?

\*What gets in your way?

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**FINAL THOUGHTS**

\*Do nice things for yourself

\*Don't be judgmental

\*Keep them prepared

\*Establish trust

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**FINAL THOUGHTS**

\*Don't take criticism personally

\*You manage all routes in and all pathways out

\*You are the key to the positive environment in your office

\*Make it a good one

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