

ENTRY PLAN:

YOUR FIRST 100 DAYS IN THE NEW SCHOOL YEAR

WITH JUSTIN BAEDER, PHD



Essential Question



How can I develop an entry plan to help me demonstrate that I'm ready for a new leadership role—and hit the ground running when I start?

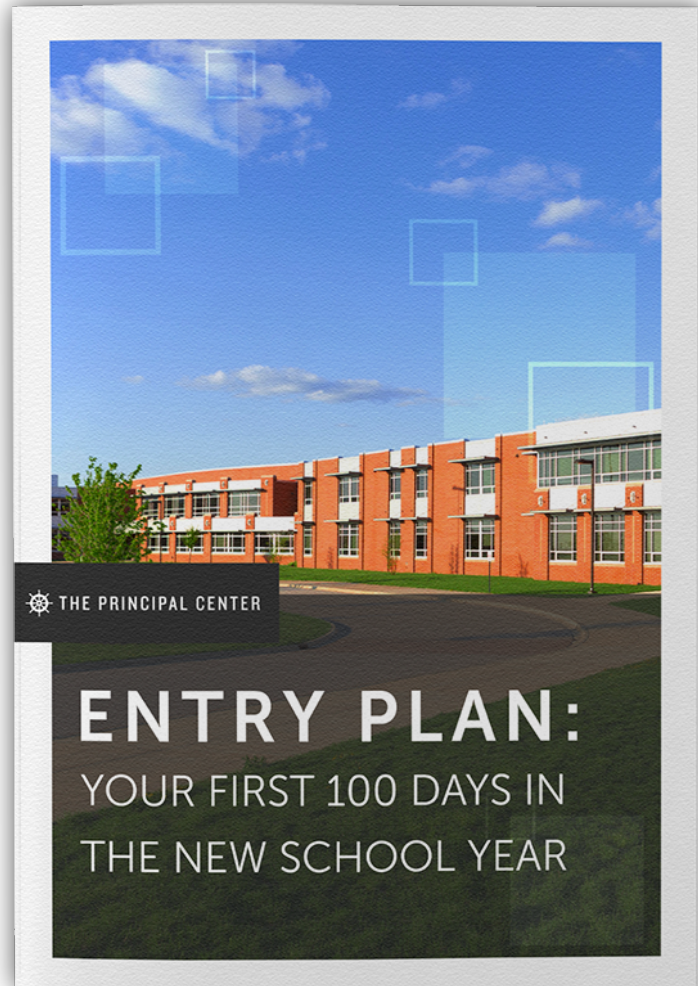
When Entry Plans Help



- Interviewing for a new role
- Starting a new role
- Coming back post-pandemic
- Developing relationships with new staff

Entry Plan Template

PrincipalCenter.com/entryplan-pdf



- Make a copy
- Do the pre-work
- Fill in the plan template
- Copy to a new document

Key Components of an Entry Plan



- Staff Interviews
- Communication Channels & Audiences
- Messaging Goals—Values & Agendas
- SWOT Analysis
- Timeline of Key Milestones
- Quick Wins

Two Core Needs All Instructional Leaders Have

1. Information
2. Relationships



Addressing the Two Core Needs



1. When school starts, get into classrooms every day
2. Before school starts, interview every staff member 1:1

1:1 Staff Interviews



1:1 Staff Interviews

- Name
- Roles/Duties/Current Teaching Assignment
- Certifications
- Years at this school
- Years in the profession
- Special events/programs
- Most proud of
- Anything I should know



Communication Channels



- Parent Newsletter
- Staff Newsletter
- Interactions with students, e.g. announcements, assemblies, open house, activities, etc.
- Interactions with parents, e.g. open house, curriculum night, conferences, athletics, activities, etc.

Communication Channels & Audiences



- Meetings—staff, leadership, PTA, district, etc.
- Newsletters—parent, staff, etc.
- Events—Open House, Back to School Night, Conferences, etc.

Where can I build relationships, gather information, and advance my agenda?

Messaging Goals—Values & Agendas



- Who am I as a leader?
- What values do I most prize?
- What are our priorities for the year?
- How will we protect those priorities?

Save Seats for Your Values & Priorities



SWOT Analysis

- Strengths
- Weaknesses
- Opportunities
- Threats





Threats

Most "threats" you'll face right away are of a *personal* or *personnel* nature:

- Unfilled positions
- Sudden resignations
- Certification issues
- Conflict between staff
- Teams that aren't working together cohesively
- Relationships that need to be rebuilt

Leadership Capital



Your credibility in the new school year depends on your judicious expenditure of your leadership capital.

Spend Your Leadership Capital Wisely



Caution #1: Beware of the “Beloved”



- Every school has “beloved” traditions, components, and people that may not be the right fit moving forward
- In your first 100 days, you’ll identify the changes that you want to make, but be very careful about addressing anything beloved

The Cabin



Caution #2: Beware of Setting or Changing Precedents



- What precedents do I want to set as we start the year?
- What existing precedents might I be unaware of, and change unknowingly?

Caution #3: Beware of People with Agendas



- People will seek you out to advance their agendas
- There's always another side to the story
- Commit to learning more, NOT to taking a specific action

Your “Later” List



- Not everything that needs to be addressed...needs to be addressed right away
- You can avoid giving your blessing to things you aren't OK with, but still put off tackling them until the time is right
- *Curiosity* rather than critique shows respect without acceptance

Key Milestones



- Identify key tasks that need to be accomplished by certain dates
- Clarify the condition and the date, e.g.:
 - "Meet with head secretary by June 25"
 - "All staff hired by August 1"
 - "Master schedule finalized by August 10"
 - "Football schedule sent to printer by August 15"



Timeline of Key Milestones

- Your start date
- Staff start date
- Student start date
- Key “anniversaries”
- Evaluation & other deadlines

Event	Date	Key Actions/Milestones
Start date	July 1	<ul style="list-style-type: none">• Meet with secretary and custodian• Schedule 1:1 meetings with all staff
2-Week Anniversary		
First staff day	Aug 8	<ul style="list-style-type: none">• All staff hired and participating in
4-Week Anniversary		
First student day	Aug 15	<ul style="list-style-type: none">• Visit each classroom to welcome
11 th day of school	Aug 29	
6-Week Anniversary		
Parent-Teacher Conferences or Open House	Sept 22	
8-Week Anniversary		

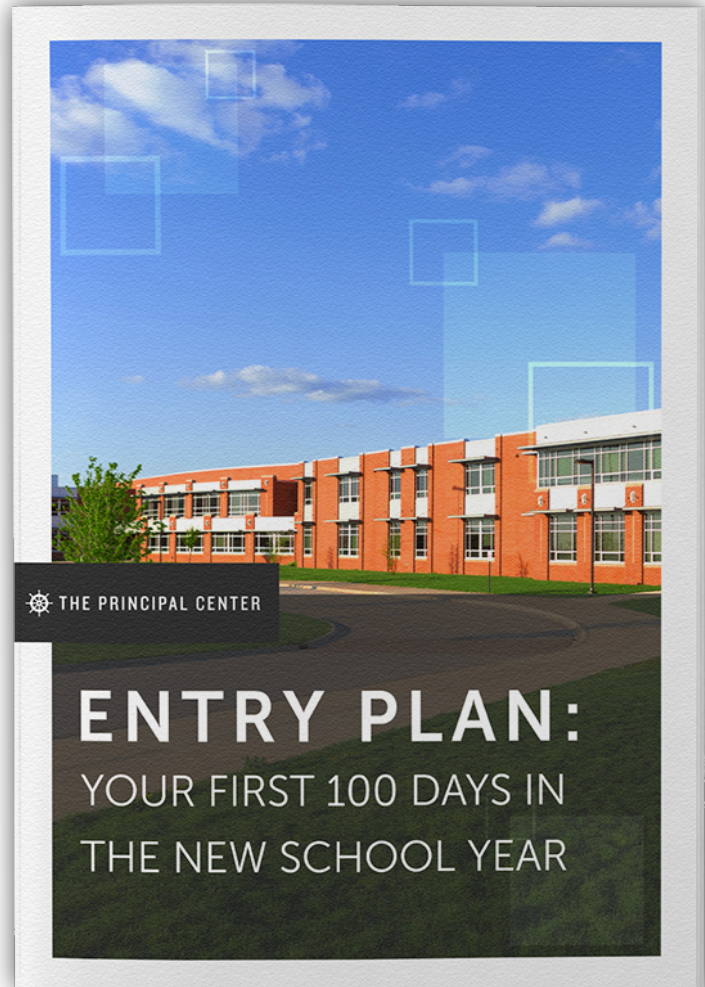
Quick Wins

- “Read A Million Words Seattle”
- Feel-good
- Beneficial
- Not controversial
- Build a sense of momentum



Your Turn

PrincipalCenter.com/entryplan-pdf



- Make a copy
- Do the pre-work
- Fill in the plan template
- Copy to a new document

