**Your Role as the Superintendent -**

**Alice’s ideas**

1. Day #1 feels different!
2. There isn’t a job to train or rehearse you for this job.
3. You don’t know what you don’t know!
4. Get to know the district intimately top to bottom – drive around, everywhere!
5. Your Superintendent Secretary and board secretary are highly critical to you.
6. Hills to die on (pg 24-25 So Now You’re the Superintendent book). Tell your cabinet and be willing to tell everyone if appropriate.
* Where is your heart?
1. Eventually, everyone should understand what your top priorities are.
2. Be careful about forming opinions too soon.
3. If it looks like a duck and smells like a duck – it’s a duck. Follow your instincts, especially regarding ethics and finance.
4. Remember that everyone is watching you all of the time.
5. Listen, listen and listen more!
6. Communicate, communicate and communicate more. Too much isn’t enough.
7. Meet with as many key staff members as possible during July and August.
8. Have a person, not your spouse or significant other that will always give your honest, unfiltered feedback – but don’t wear them out!
9. If you’re in a small district, get intimately involved with hiring as quickly as possible. Maybe even in a big district…
10. Maybe the most important – take care of yourself!!!!