



 THE PRINCIPAL CENTER

ENTRY PLAN:

YOUR FIRST 100 DAYS IN
THE NEW SCHOOL YEAR

Entry Plan Template from The Principal Center

Welcome! This template will guide you through the process of developing an entry plan to use in the hiring process as well as your first 100 days on the job.

There are two major components to this template:

- A pre-work section, which will allow you to reflect on your values, priorities, and goals in your next role—this is for your eyes only
- A shareable section, which you can use to communicate your plans to others. When this section is complete, copy the text into a new document.

If you are applying for different types of roles—for example, curriculum director and executive director, or principal and assistant principal—you may want to make notes to yourself about elements of your plan that you will include or exclude based on the specific role.

This template is also accompanied by a training of the same name. Please reach out if you have questions at any time.

Sincerely,



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Section 1: Pre-Work

Messaging Goals—Values & Agendas

Finish these sentences:

- I am a leader who always...
- My core values include...
- I'm passionate about...
- I believe in...
- I take responsibility for...
- I believe all students can...
- I give 110% by...

- I'm different from other leaders in that...

Take a few moments to reflect on your leadership:

1. Who am I as a leader?
2. What values do I most prize?
3. What are our key priorities for the year, based on what I currently know?
4. How will I protect those priorities?

Information & Relationships

Instructional leaders have two primary needs: *information* and *relationships*.

1. What information will be most valuable to me in this new role?
2. Which professional relationships will be most critical to my success? Who do I need to meet and establish a rapport with as soon as possible?

Staff Interviews

Interviewing all staff (or direct reports) prior to beginning a new role (or immediately upon starting) is essential for gathering information and building relationships. These interviews should be conducted 1:1 at their work location.

1. When will I first be able to interview staff? (e.g. after appointment is announced; before staff leave for summer break, or as soon as they return)
2. Which staff will I need to meet with? (e.g. office staff, teachers, lunchroom staff, custodians, aides, bookkeeping staff, counselors, etc.) Note: while it may be helpful to meet with related staff back-to-back, ensure that all meetings are individual, 1:1 interviews.
3. If I will be meeting with staff at different work locations (e.g. central office, school sites, etc.), when will I visit each site?

4. What questions will I ask?

Suggested agenda for 1:1 staff interviews—modify as needed:

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:

Note: Resist the temptation to send these questions as a survey or email. Use them to guide your face-to-face interviews.

SWOT Analysis

Based on your current knowledge and what you learn from staff interviews, create a draft SWOT analysis, and update it as you gather more information:

Strengths:

Weaknesses:

Opportunities:

Threats:

(Note: threats are often of a *personal* or *personnel* nature—conflict between staff, job assignments, sudden resignations, retention issues, etc.)

Section 2: Public Agenda

(copy into a new document for distribution)

Upon my appointment, I will immediately begin taking the following actions:

Phase 1: Appointment–July 1

- Send letter to parent community sharing my background and philosophy
- Meet individually with all staff members
- Meet individually with key central office staff

Phase 2: July 1–August 15

- Meet 12-month school staff including head secretary, custodian, and admin team
- Prepare for staff development

Phase 3: August 15-18

- Welcome staff back to campus
- Engage in collective professional learning

- Develop theme & shared commitments for the year
- Finalize preparations for opening of school

Phase 4: August 21–September 30

- Greet students at new student orientation
- Greet families at Open House
- Greet students on the first day of school
- Conduct welcome-back assembly first week of school

Phase 5: October 1–December 18

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Key Milestones—First 100 Days

Change dates as needed

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 PD
4-Week Anniversary		
First student day	Aug 15	<ul style="list-style-type: none"> • Visit each classroom to welcome students
11 th day of school	Aug 29	
6-Week Anniversary		
Parent-Teacher Conferences or Open House	Sept 22	
8-Week Anniversary		
10-Week Anniversary		

12-Week Anniversary		
100 th Day (about 14 weeks)	Oct 8	

Key Tasks by Month

June
<ul style="list-style-type: none"> • Meet individually with all staff • Meet key parent leaders • Meet extensively with custodian and office staff
July
<ul style="list-style-type: none"> • Send back-to-school letter to staff • Finalize logistics for staff days
August
<ul style="list-style-type: none"> • Send back-to-school letter to families • Staff professional development days • Finalize opening of school logistics
September
<ul style="list-style-type: none"> • First all school assembly

October
<ul style="list-style-type: none"> •
November
<ul style="list-style-type: none"> • Parent-teacher conferences
December
<ul style="list-style-type: none"> •
January
<ul style="list-style-type: none"> •
February
<ul style="list-style-type: none"> •
March
<ul style="list-style-type: none"> • Train staff—standardized testing
April
<ul style="list-style-type: none"> • Standardized testing
May
<ul style="list-style-type: none"> •

Communication Channels—Meetings

Standing meetings:

- Staff meetings: Every [other Wednesday] at ____
- Departmental/team meetings: Every ____ at ____
- School leadership team meetings: Every ____ at ____
- PTA meetings: Every ____ at ____
- School board meetings: Every ____ at ____
- Principal/Admin Assistant Meeting: Every Friday at 3pm
- Admin Team Meeting: Every Monday at 7am
- PBIS/RTI Committee: Every ____ at ____
- District: Every ____ at ____
- Supervisor: Every ____ at ____

Communication Channels—Written

- Parent Newsletter—compiled by ____ and sent every ____
- Staff Newsletter—compiled by ____ and sent every ____
- All-staff email about ____ sent every ____

Key Inquiry Questions

- What are we most proud of as a school?
- What do our students most need from us as professionals?
- What are our greatest opportunities for improvement?
- What do we need to sustain with excellence?
- What do we need to stop doing to create bandwidth for new work?