



# First 100 Days Checklist for New School and Parish Administrators

## Orientation & Mission Alignment (Days 1–10)

- ☐ Review founding religious charism & core values
- ☐ Read mission statement & strategic plan
- ☐ Meet with the supervisor to clarify expectations
- ☐ Walk campus/buildings with facilities staff
- ☐ Review accreditation/diocesan reports & upcoming deadlines/campaigns

## Relationship Building (Days 1–30)

- ☐ Hold introductory meetings with faculty, staff, board members, and parish leaders
- ☐ Make daily informal rounds (classrooms, offices, playground)
- ☐ Attend at least one school/parish event – the more you are seen, the better the transition
- ☐ Ask about key traditions & “unwritten rules”
- ☐ Listen for hopes, concerns, and community strengths

## Understanding the Landscape (Days 10–45)

- ☐ Review policies: discipline, communication, safety, HR, finance
- ☐ Identify policies functioning well & those needing future review
- ☐ Gather data: enrollment, attendance, academics, parish engagement
- ☐ Conduct small group listening sessions
- ☐ Note recurring themes & priorities

## Community & Culture Assessment (Days 30–60)

- ☐ Identify signature programs & traditions
- ☐ Observe classrooms & parish ministries
- ☐ Review communication channels (newsletter, website, bulletin)
- ☐ Assess reputation in the broader community
- ☐ Connect with local pastors, principals, civic partners (Chamber of Commerce)

## Operational Clarity (Days 45–75)

- ☐ Review budget with business manager/finance council
- ☐ Understand tuition/fees, fundraising, and parish school finances
- ☐ Examine staffing structure & job descriptions
- ☐ Identify upcoming operational deadlines
- ☐ Shadow front office staff to learn workflow

## Strategic Reflection & Early Planning (Days 60–100)

- ☐ Identify 3–5 priority areas for the year
- ☐ Draft a “Year 1 Focus Plan”
- ☐ Align priorities with supervisor
- ☐ Communicate emerging focus areas to staff
- ☐ Celebrate early wins

## Personal Leadership Practices (Ongoing)

- ☐ Set weekly reflection time
- ☐ Keep a running list of questions & future improvements – no rush to implement changes
- ☐ Maintain visibility & presence
- ☐ Practice active listening
- ☐ Protect time for prayer & renewal

## Day 100: Transition to Leading

- ☐ Prepare a “First 100 Days Summary” – to share with the supervisor/leadership team
- ☐ Identify next steps & timelines
- ☐ Thank the community & reaffirm commitment