SOS SCHOOL LEADERSHIP PRESS

Day One Head of School Toolkit

Quick Start Guide

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For use with the 48-tool master toolkit and dashboard workbook

The toolkit is not intended to create more paperwork. It is intended to create clarity at the moments when a Head needs it most.

Recommended first-use sequence for a newly appointed Head:

Timing	Start With	Use Only If Needed
Before Day One	1 Pre-Start Document Request List; 2 Board Chair–Head Expectations; 3 Compact; 4 Calendar; 5 Transition Journal; 10 Pre-Start Brief	6 Institutional Reading File; 7 Stakeholder Map
Days 1–30	8 Listening Protocol; 9 Listening Matrix; 11 Financial Readiness; 12 Enrollment Health; 17 Thirty-Day Read	13–16 when evidence warrants
Days 31–60	18 School Health Dashboard; 19 Executive Triage; 21 Decision Rights; 23 Weekly Leadership Meeting; 27 Sixty-Day Assessment	20, 22, 24–26
Days 61–100	28 Priority Framework; 29 Priority Charter; 30 Scorecard; 31 Communication Planner; 35 Change Readiness; 37 Day-100 Agenda	32–34, 36
High-Stakes	38 High-Stakes Decision Worksheet	39–46 depending on issue
Beyond Day 100	47 Twelve-Month Execution Calendar; 48 Year-One Review	Continue 18, 24, 30 as recurring systems

Three disciplines

Evidence before anecdote

Use forms to organize evidence, not to turn impressions into facts.

Ownership before activity

Every major decision, priority, or follow-up should have one named owner.

Judgment before compliance

A completed form is never the objective. Better leadership judgment is.

Digital companion workbook

The accompanying spreadsheet workbook contains the data-oriented and recurring trackers from the toolkit. Use the Word master for interviews, reflection, governance, personnel, and decision forms; use the spreadsheet for dashboards, scorecards, logs, and calendars.

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