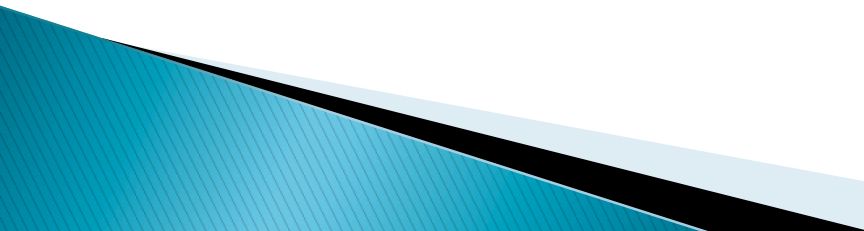


Navigating Your Career: How to Prepare for Your Next Big Role

Illinois Association of Business Officials Annual
Conference, Schaumburg
May 15, 2013

Panel

- ▶ Debra Parenti, Associate Superintendent, High School District 214
 - ▶ Susan Harkin, Chief Financial Officer, School District 300
 - ▶ Julie Jilek, Director of Business Services and Facilities, Northwest Suburban Special Education Organization
 - ▶ Susan Birkenmeir, Superintendent, Lemont–Bromberek School District 113a
 - ▶ Dr. Raymond Costa, Director of Business, Beach Park School District. 3
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What Do I Bring to the Table?

- ▶ Survey says: **Attitude!**
 - **Optimism** (I know we can do better!) **and**
 - **Confidence** (I know what to do to make it better!)
- ▶ Survey says: **Value added!**
 - Education
 - Master's in Educational Administration, OR
 - M.B.A.
 - Plus more, if you have more
 - Experience
 - In school district environments
 - From other parts of the universe

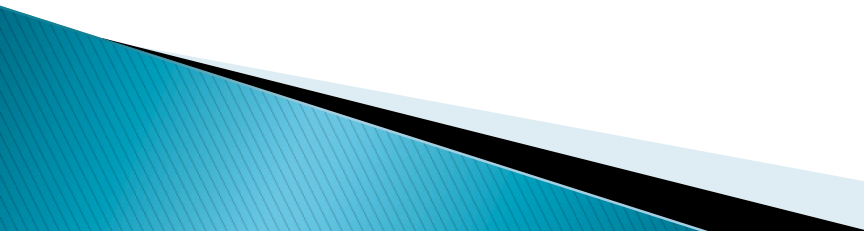
How Can I Juggle My Life?

- ▶ How do I manage my
 - CAREER/job
 - They won't put "He never took a sick day" on your tombstone, but we all know DEDICATION is important to the job.
 - Family
 - They should come first, but somehow they don't always make it there. That's a problem.
 - Education – Gotta have it!
 - Other activities/vacation
 - (I don't need no stinkin' vacation...)

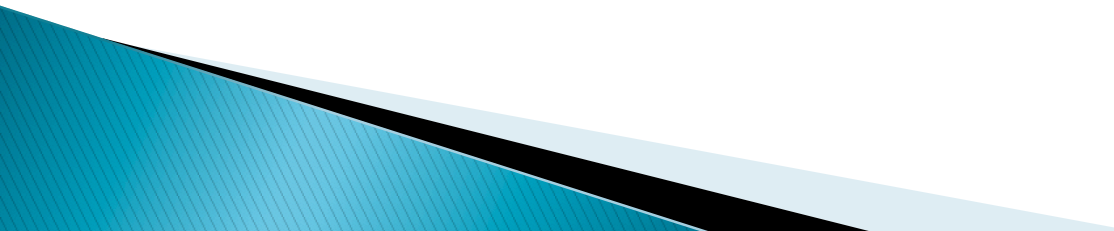
Career Phases

- ▶ **NOBODY** starts as a CSBO.
 - CSBO's start as teachers, administrators, facilities professionals, accountants, university administrators, etc.
- ▶ First job in education is rarely as a CSBO.
- ▶ Choose the kind of district you want
 - High School, Elementary, Unit
 - One school, moderate size, large
 - Five county region or "downstate"

How Do I “Move Up”

- ▶ If you are happy where you are, stay where you are.
 - ▶ Smaller districts often hire from within, or hire people without much experience, so there is opportunity.
 - ▶ Larger or more affluent districts hire experience if they can afford it and find it.
 - ▶ From there, you can become a superintendent or go to industry (or retire).
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Experience

- ▶ What “Transferrable Skills” do I have?
 - ▶ Each of the following is a whole suite of skills:
 - Accounting
 - Purchasing
 - Payroll/Personnel
 - Human Resources
 - Building Maintenance/Construction
 - Food Services
 - Transportation
 - Technology
- 

Other Transferrable Skills

▶ Decision Making

- It's a deliberate process
- Future planning, a.k.a budgeting, forecasting...
- Optimizing resources

▶ Organization

- Can you take over an existing organization and make it your own?
- Can you maintain a smoothly running organization and not upset the apple cart?
- Can you start a new organization from scratch?
- Can you hire and fire well?

Communications

- Written
 - Can you write a report to the Board so they can understand it?
 - Can you analyze, evaluate and present data?
 - Can you communicate by memo, email & text message?
- Oral/Public Speaking
 - Are you comfortable talking to the Board?
 - How about the Press?
 - Can you talk to the Community?

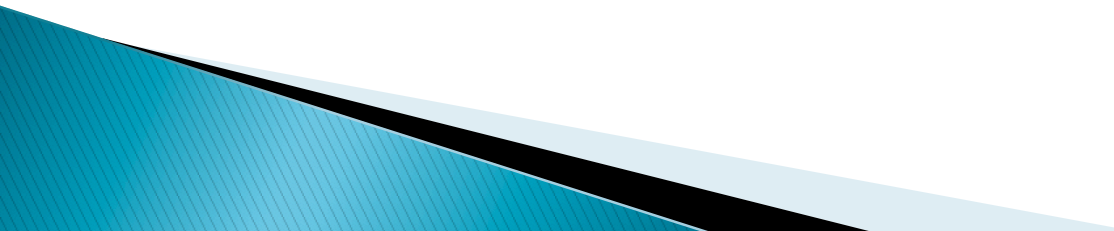
Community and Politics

- ▶ KNOW YOUR COMMUNITY!
- ▶ Manage the present and predict the future
- ▶ You can't know just the schools. You must also know:
 - The socio-economic spread
 - The communities within your community
 - The likes and prejudices that affect the schools
 - Churches and religious organizations
 - The business community
 - City Hall
 - Sports groups
 - Any people or groups that have an impact on the schools

Networking

- ▶ IASBO is all about networking
 - Peer 2 Peer
 - Network with
 - Service Associates
 - Attorneys
 - Architects
 - Bond Counsel
 - Politicians
 - *and most importantly*, other school business junkies

Give at the Office

- ▶ Veteran CSBO's can stay current by giving back to the professional community
 - ▶ Join a Professional Development Committee
 - ▶ Give seminars
 - ▶ Take an active role in running IASBO
 - ▶ Mentor new CSBO's and others
 - ▶ Interface with other professional groups
 - ▶ Lobby politicians
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The Sweet Spot

- ▶ Plan your career and your life, don't just let it happen
 - ▶ Put yourself in the right place at the right time
 - Don't leave this to chance
 - ▶ Follow up leads
 - ▶ Network, network, network
 - ▶ And when you finally retire, be a resource for others.
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