

## Top 10 Relationship Building Tips for New SBOs

It is essential for any SBO to have great working relationships with other leaders. Be sure to follow these tips taken from Nelson Gray's Illinois ASBO NextGen Conference session on the CSBO's role with their superintendent, board and colleagues.

**1**

*It is the SBO's responsibility to figure out how to work with the superintendent.*

The superintendent is the number one employee; it is vital to build a strong working relationship with your superintendent.

**2**

*Admit mistakes when they occur.*

If there is a problem, talk to your superintendent. It is far better to admit your own mistakes than to blindside your superintendent or board. Surprises are never good.

**3**

*Find a healthy work-life balance.*

One of the biggest keys to success is to know when to shut down the computer, turn off your email and take some personal time to recharge.

**4**

*Be sure to take care of the little details.*

It is not a large failure, but rather continual negligence of small details that will put an SBO's job at risk.

**5**

*The SBO is a part of a leadership team.*

Remember that an SBO never makes decisions alone. Be sure to seek perspective from other administrators, especially early on.

**6**

*Pursue mentoring and networking.*

One of the most valuable assets to an SBO is a deep pool of experienced perspectives. Having a strong professional network and a mentor to lean on will make starting a new role much easier.

**7**

*Earn the trust of your superintendent.*

Trust takes time to build and is earned, not given. Build trust by having conversations with the superintendent before presenting something to the board as well as updating the superintendent with any conversations you have with the board.

**8**

*Have a clear understanding of what is expected of you.*

Know the school and the board's mission. Support it when making decisions and call other leaders back to it when community politics start to creep in.

**10**

*Always be honest.*

It is simple, but true. If you are honest and tell the truth, then you can never be trapped in your words.

**9**

*If possible, audit the board before accepting a new position.*

It is vitally important to know the culture of the leadership team you are attempting to become a part of. You want to make sure that it is a group you can work with, how you would fit in and to become aware of any potential red flags.

Find more tips on how to stay above reproach during job transitions in the new Career Crossroads Center! Visit [www.iasbo.tools/crossroads\\_center](http://www.iasbo.tools/crossroads_center).