



Michigan School Business Officials

Michigan School Business Officials Succession Planning for Key School Administrative Positions

The Michigan School Business Officials (MSBO) recommends succession planning as a best practice to promote business office and operational administrative stability in a school district.

Succession planning is a strategic process that identifies and develops personnel to fill key positions. Succession planning will vary from district to district, although there may be some commonalities.

A successful succession plan:

- Ensures stability. It will help mitigate turnover of key employees and loss of district knowledge that can have a negative impact on a school district's business office and operations.
- Reduces economic, organizational, and reputational risk to the school district and allows for smooth employee transitions and continuity.
- Creates efficiencies in existing operations and proper knowledge transfer and can improve employee development, morale, retention, and performance.

Considerations in succession planning include:

- Following current labor market trends and the shifting business landscape.
- Budgeting for up to a 12-month position overlap is suggested because of the cyclical nature of position functions and to ensure a successful transition.
- Identifying legal and diversity issues.
- Defining present and future leadership roles and objectives for your school district.
- Reviewing any current succession plan and determine whether the plan still meets the needs of the school district on an annual basis.

MSBO recommends that school districts adopt a succession plan for key business and operational positions as a best practice.