

Superintendent Search Steps
(Governing Board=GB, Search Firm=SF, District Staff=DS)

STEP 1 Search Firm Proposals

- Refine and approve search firm Request for Proposals [RFP] (GB)
- Identify a deadline to receive RFPs and date for choosing 2-5 firms to present proposals to the board (GB)
- Send RFP to search firms (GB)

STEP 2 Search Firm Approval

- Approve 2-4 search firms to present proposals to the board and respond to questions (GB)
- Interview selected search firms, approve a finalist firm and enter into contract complete with hire guarantee (GB)
- Finalize timeline for search and hire process. Proposals will include a draft timeline for board consideration (GB)

STEP 3 Timeline and Process

- Establish timelines for stakeholder and community outreach to develop characteristics, surveying, advertising and recruiting, interviews, hire process, announcement, follow-up (GB&SF)
- Determine advertising venues and extent of outreach (GB&SF)
- Consider early determination for number or extent of interview panel(s) and members. [This can be determined in the search firm proposal – contract] (GB&SF)

STEP 4 Survey

- Develop online survey for community and stakeholders (GB&SF)
- Post survey (SF)

STEP 5 Outreach

- Search firm leads meets with the board individually or collectively to identify desirable characteristics of the future superintendent (GB&SF)
- Upon the desire of the board, search firm leads meets with stakeholders and community members to identify the desirable characteristics of the future superintendent (SF&DS)

STEP 6 Position Description and Promotional Materials

- Post on-line survey results (SF)
- Present survey results and meeting summary to the board with draft promotional documents (SF)
- Position Description and promotional materials finalized by the board from draft documents to include stakeholder, community, and board input. (GB&SF)
- Include the description of the district and community and search timeline in the promotional documents (SF&DS)

STEP 7 Advertise and Recruiting

- Post to professional online job sites, the search firm website, district websites, link to additional job posting sites as recommended, push out to recruited candidates (SF)

STEP 9 Selection Process Decisions

- Determine extent of interview screenings, panel(s)-members, process, method, and questions (GB&SF)

STEP 10 Select Final Candidates

- Read and evaluate all completed applicant files (SF)
- Conduct complete reference checks (SF)
- Assist the board members in selecting final candidates to be interviewed (GB&SF)

STEP 11 Interviews and Site Visit

- Prepare the interview panels/board for the interview process (GB&SF)
- Schedule and coordinate interviews (SF)
- Communicate their status with all candidates (SF)
- Site visit of top candidate (GB&SF)

STEP 12 Selection and Announcement

- Select final candidate and facilitate the terms of the Agreement (GB&SF)
- Provide a press release on the selection (SF&DS)
- Develop superintendent performance objectives (GB&SF)
- Advise on mentoring options (GB&SF)