



## SUPERINTENDENT SEARCH PROCESS FLOW CHART

Note: Blue italicized text indicates Board Participation

# **Phase 1**Initial Consultation with Board



- Review search process
- Discuss collectively with the Board:
  - o Characteristics desired in new Superintendent
  - o District strengths and challenges
  - o Community / staff input process
  - o Online survey
  - o Search Protocols and Agreements
- Finalize timeline

## Phase 2 Community and Staff Input



- Confer with individuals and groups per Board's request (including individual board members if desired) to solicit input;
  - o Characteristics desired in new Superintendent
  - o District strengths and challenges
- Post online survey following Board approval
- Present survey results to board members

# Phase 3 Position Description



- Develop Position Description using:
  - o Input received
  - o Description of District and community
  - Key search dates / timelines
- Board reviews and approves draft
- Posted on Leadership Associates website, District website, and provided to candidates

#### Phase 4

Advertising, Recruitment, Reference Checking



- Advertise in trade publication(s)
- Actively recruit
- Conduct reference and database checks on all potential candidates
- Conduct individual interviews with all potential finalists

## Phase 5 Selection of Finalists



- Confer with Board to review all applicants
- Discussion and determination of top candidates
- Board determines finalists to interview
- Review interview process and prepare interview questions

## Phase 6 Final Interviews



- Board conducts interviews with assistance from Leadership Associates
- Board selects finalist
- · Consultants inform all candidates of outcome

### Phases 7, 8 & 9

Validation Process
Contract Offer
Public Approval of
New Superintendent after
New Superintendent is Signed



- Board conducts a validation process prior to official contract offer
- Work with Board and finalist as needed to develop final parameters for contract and to prepare press release
- Board takes public action at a regularly scheduled meeting to employ new Superintendent
- Leadership Associates will provide and review Board and Community input with new Superintendent
- Leadership Associates will provide follow-up services as desired