

## LEADERSHIP ASSOCIATES SUPERINTENDENT SEARCH PROCESS

Phase 1 Initial Meeting with Board	<ul> <li>➢ Review search process</li> <li>➢ Discuss:         <ul> <li>○ Characteristics desired in new superintendent</li> <li>○ District strengths and challenges</li> <li>○ Community/Staff input process</li> <li>○ Online Survey</li> </ul> </li> <li>➢ Finalize timeline</li> </ul>
Phase 2  Community and Staff Input	<ul> <li>▶ Meet with individuals and groups per Board's request to solicit input</li> <li>○ Characteristics desired in new superintendent</li> <li>○ District strengths and challenges</li> <li>▶ Post Online Survey following Board approval</li> <li>▶ Present report to board members</li> </ul>
Phase 3 Position Description	<ul> <li>Develop Position Description using:         <ul> <li>Input received</li> <li>Description of district and community</li> <li>Key search dates</li> </ul> </li> <li>Board reviews and approves draft</li> <li>Posted on LA website, district website, and provided to candidates</li> </ul>
Phase 4  Advertising, Recruitment, Reference Checking	<ul> <li>➤ Advertise in trade publication(s)</li> <li>➤ Actively recruit</li> <li>➤ Conduct reference and database checks on all potential candidates</li> </ul>
Phase 5 Selection of Finalists	<ul> <li>Meet with Board to review all applicants</li> <li>Discussion and determination of top candidates</li> <li>Board determines finalists to interview</li> <li>Review interview process and prepare interview questions</li> </ul>
<u>Phase 6</u> Final Interviews	<ul> <li>Board conducts interviews with assistance from Leadership         Associates</li> <li>Board selects finalist</li> <li>Consultants inform all candidates of outcome</li> </ul>
Phase 7  Visit to Finalist's District and Contract Offer Public Approval of New Superintendent After New Superintendent is Signed	<ul> <li>Board visits finalist's district prior to official contract offer</li> <li>Work with Board and finalist as needed to develop final parameters for contract and to prepare press release</li> <li>Board takes public action at a regularly scheduled meeting to employ new superintendent</li> <li>Leadership Associates will provide and review the Board and Community Input with new superintendent</li> </ul>

desired

> Leadership Associates will provide additional follow up services as