

Shorewood School District
Business Manager
Hiring Process
May 2013 (Draft 4)

The Business Manager is responsible for the business, financial and facility operations of the School District, including managing human resources responsibilities associated with those operations

The Business Manager serves as a member of the Superintendent's Administrative Team and shares in the responsibility of implementing the district mission and vision. The Business Manager also provides leadership for school safety and technology infrastructure support.

The hiring process to identify a highly qualified and experienced individual to fill this role is inclusive and driven by consensus. The interview panels will consist of teachers, parents, administrators, and representatives from the Board's Finance & Facilities Committee. Two interview panels will be convened with each interviewing the candidates selected from the review of applications. The Finance & Facilities Committee will be convened to gather feedback on finalist candidates. The interview panels will use a consensus process to identify top candidates, discuss results of interviews, review committee feedback, and make a final recommendation.

Date	Process Step	Note
May 2013	Update position description	
May 2013	Individual phone calls to qualified applicants	
May 29, 2013	Post position on WECAN and Wisconsin.gov	
May 30 to June 14	Superintendent and _____ reviews paper applications and sorts for qualifications	Criteria considered: experience in the same or a similar role, administrative experience, accounting degree or background, facility and operations management experience, human resources management experience, school safety management experience
May 30, 2013	Develop hiring process	
June 3, 2013	Share draft hiring process with the Finance & Facilities Committee	
June 4, 2013	Present hiring process to	Special Board meeting

	the Board for consideration and request for approval	
June 3-7, 2013	Identify interview panel members (13 total)	Superintendent (1), principals (2), teachers (4), parents (2), representatives from Finance & Facilities Committee (2), Business office staff (1), Business manager from a neighboring district (1)
June 10, 2012 6:00 P.M.	Finance & Facilities Committee meeting with Mark Boehlke to debrief the role and responsibilities	Support the committee to understand the role more deeply
June 17, 2013 3:30 P.M.	Convene interview panel to screen qualified paper applications	Identify 6-8 applicants for interview
June 18, 2013 3:00-6:00 June 19, 2013 3:00-6:00	Conduct panel interviews using prepared questions and two interview teams	Applicants will be ranked with the applicants receiving the lowest total moved forward following consensus discussions
June 20, 2013 7:30	Two finalists participate in Finance & Facilities input sessions	Committee members use a rubric to provide feedback as finalists respond to prepared questions and questions from the committee
June 21, 2013 5:30-7:30	Interview panels meet to review committee input feedback session and to discuss strengths of each finalist and to make a recommendation	
June 25, 2013	Recommended finalist presented to the Board in closed session as a meet and greet. Board privately discusses parameters of a contract offer. Open session request to approve offer to hire and to finalize contract terms	
June 26-July 8, 2013	Contract terms negotiated	
July 9, 2013	Discussion of a draft of the	

	contract in a closed session with a recommendation to approve in open session as appropriate.	
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