

## Search Services

Search Proposals typically include a variation of the following services:

- Conduct an initial meeting with the School Board for purposes of developing the search timeline, preliminary discussion of the hiring criteria, advertising venues, etc.\*
- Conduct community/school district staff online survey — created and summarized by consultant
- Conduct community/school district staff activities — hold [specify number] community/school district staff listening sessions, conduct interviews of school board members, and conduct up to [specify number] one-on-one interviews with staff/community over a [specify number]-day time frame as determined by the School Board\*
- Develop a [specify number]-page (2-sided) vacancy announcement and post vacancy via various sources
- Handle applicants' calls and correspondence and receive applicants' credentials
- Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying remaining steps of the search process\*
- Screen the applicant pool against the School Board's established hiring criteria
- Conduct preliminary verification of references and pre-interviews of applicants who best meet the School Board's hiring criteria as determined by consultant's screening team
- Conduct a meeting with the School Board to present applicants so the School Board can take action to select "finalists" for interviews and finalize first round of interview questions\*
- Conduct a meeting with non-school board member committees in conjunction with the finalists selection meeting to prepare for the interviews, if requested\*
- Be on-site during the first and second rounds of interviews
- \*Prepare a communication piece to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed, if requested
- Assist with developing second round of interview, reference check, and site visit questions
- Facilitate a community/school district staff question-and-answer forum with finalists in conjunction with the second round of interviews, if requested\*
- Prepare a communication piece to send to the media, school district staff, and community introducing the new superintendent
- Visit the new superintendent during the new superintendent's first year of employment\*
- Conduct an in-district, post-hiring workshop after the new superintendents begins work\*

\*Denotes in-district meeting with School Board and/or stakeholder groups.

## DULUTH PUBLIC SCHOOLS SUPERINTENDENT SEARCH TIMELINE

January 4, 2011	Meet with Board to establish search process
January 12	Set up Internet feedback for community/staff/students Stakeholder letter to explain process
January 20 & 21	Meet with board, staff, students and community For input into the "New Superintendent Profile"
February 7	Develop "New Superintendent Profile" Submit report on findings to Board Board accepts criteria desired in next superintendent
January 5 – April 7	Recruit candidates
April 11	Five to six candidates presented to Board
April 12 & 13	First Board Interviews (5:00, 6:30, 8:00 each evening)
April 13	Board narrows choice to two or three
April 27 & 29	Community/staff/students interview finalists Board conducts second interview/dinner
April 28 (29)	Board narrows choice to one
May	Negotiate contract
May	Board action on superintendent's contract
July 1, 2011	Superintendent assumes duties