

Detailed Summary of the Superintendent Search Process

PHASES OF THE SEARCH PROCESS

Development of Procedures and Timelines

The consultants will discuss with the Board the exact procedures to follow in carrying out the search and the schedule of activities, with dates that each activity should be completed.

Development of Selection Criteria

If desired, the consultants will interview groups within the school district to determine a preliminary profile. This profile will include all statutory and certification requirements, desirable personal qualities, required experience and/or specialized skills. These groups will be determined by the board of trustees in conjunction with the consultants. After this “community profile” is developed, the consultants will meet with the board of trustees to finalize the profile that will be used to search for a superintendent of schools.

The consultants will confer with the Board concerning the salary, benefits, and contract conditions for the next superintendent of schools. We will provide advice concerning the contractual terms that are normal for school districts of this size and complexity. This information will be kept with the utmost of confidentiality. It must never be “leaked” whereby the applicants might have access to this knowledge.

Advertising the Position

The consultants, in conjunction with the board of trustees, will develop the job announcement.

Recruitment and Application Procedures

The consultants will advertise the job and recruit candidates who “fit” the profile that has been developed. This is the most important function that a consulting firm can provide a school district. Excellent candidates are not seeking new employment. They are successful where they are, happy in their present position, and their school board/community is pleased with them. Some of these administrators would be interested in advancement or changing location, but they must be recruited. Any firm that does not recruit extensively for a district is not providing high-quality services.

Assessment and Screening Procedures

The consultants will receive all applications and provide information to prospective applicants. After the deadline for receiving applications, the consultants will screen the applicants to approximately twelve.

The semi-finalists will be interviewed extensively by the consultants, and their backgrounds will be checked in *great depth*. Upon completion of this step in the process, the list will be narrowed to the number of finalists that the board of trustees desires to interview. The consultants will meet with the Board to present a general summary of the total group of applicants and a more detailed summary of **each** of the finalists’ qualifications. At this meeting, the Board will be provided with all information and paperwork that has been assembled on each finalist.

Our firm does not favor graduates of any college or university. Our job is to provide the school district with the most qualified candidates who “fit” the profile which has been developed.

Interview and Selection Process

The consultants will assist the Board in developing a list of interview questions that will be utilized with each candidate. This is very important, as this process is the only way to make a valid comparison of the candidates. Also, we will provide advice on the techniques to be used in asking these questions. Advice will be provided concerning the proper setting and the timing of each of the interviews.

After discussion with the board of trustees and the candidates to be interviewed, all interviews will be scheduled by the consultants. The consultants will handle all correspondence.

Site Visitations

All arrangements connected with site visitations will be made by the consultants. Also, suggestions will be made as to whom the Board should consult, who should go on the site visitation, when it should be done, how long the visit should last, etc.

Public Announcements

Assistance will be provided in the development of any public announcements or media releases issued by the board of trustees. Advice concerning all aspects of this step in the process will be provided. This component includes our knowledge concerning the legal ramifications, when announcements would be made, what should be announced or released, and what would be the best format to use in making these announcements.

Follow-up

We will serve as the board of trustee's agent until the search is completed to the satisfaction of the Board, usually when the person selected has signed a contract. We will meet with the Board and the new superintendent approximately one month after the superintendent begins his new duties to assist in the development of the vision for the district and create a favorable climate for a team of eight.

REPORTING RESPONSIBILITIES

The consultants will provide the board of trustees with a report at the end of each of the following steps of the process.

Development of the Profile

This report will include the groups that were interviewed, the individuals who were involved in each group, the type of questions that were asked by the consultants to elicit appropriate responses from the group members, approximate number in each group, and date and time of each group meeting.

A copy of the characteristics (community profile) that a majority of the groups stated they desire in the new superintendent of schools will be provided. After the board of trustees approves the final document (profile) they desire the consultants to use in searching for candidates, a copy will be provided to the Board.

Applicants for the Position

After the end of the application period, a complete summary of the general characteristics of the applicants will be provided.

When the finalists have been selected, a complete report concerning each applicant will be provided.

SUCSESSES AND FAILURES

Bob E. Griggs & Associates, in conjunction with the Office of Field Services, has performed approximately 270+ searches since 1986. During this time, we have had one search in which the school district was not able to employ the person they had selected; a recommended finalist was asked to leave during the first three years; and, four of our placements accepted another position during the first three years (length of contract). Other than these five occasions, the individual recommended stayed three years or longer, and, to our knowledge, none was asked to leave by their board of trustees. We feel that this success is due to the effort devoted to assuring the finalist "fit" the district and community where they are being interviewed.