

# Superintendent Search Process

*Developing, Deploying, and Supporting Outstanding Leaders*

Andrew Ingall, Regional President - Southwest Michigan



# MLI Services Include

Superintendent Searches

Superintendent Preparation Series Academy (SUPES Academy)

Executive Coaching

Governance Workshops

Curriculum/Instructional Support

Bond/Sinking Fund/Enhancement Millage Support

Administrative Mentoring

Strategic Planning

Negotiations Support

Succession Planning

Facility Utilization Studies/Capital Planning

Community Forums

Climate and Culture Building

***And other professional development opportunities for Boards of Education and Educational Leaders.***

# Network

Our entire MLI Team collaborates on every search to identify and recruit candidates who meet your district's profile.



Our collective experience of more than 130 years of successful service as superintendents has given us the opportunity to build relationships and contacts across the state that support candidate recruitment.

# Our Guarantee

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The search will continue until you have an acceptable candidate.

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If the appointed superintendent chooses to leave the district within one year of appointment for reasons other than personal health or that of an immediate family member, we will conduct another search on an expenses only basis.

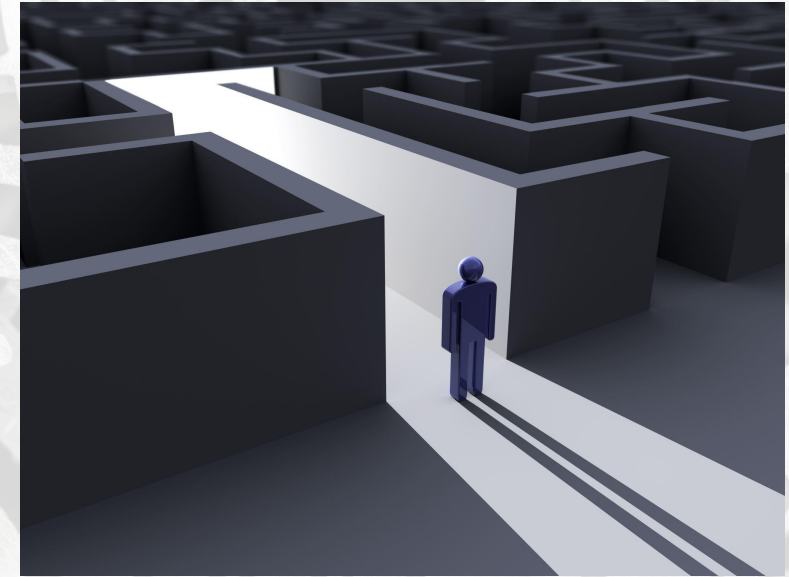
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Should you contract with MLI for quarterly governance workshops during the first year of the new superintendent's tenure, we extend our guarantee to two years.



# Superintendent Search Process

- The Planning and Preparation Stage
- The Implementation Stage
- The Final Stage



# Sample Search Timeline

## Week 1

- Meet with the Board of Education to gather background, establish parameters of search, agree upon timelines and budget.

## Week 2

- Meet with the Board of Education and designated staff/community groups to develop an organization/community profile and candidate profile.
- Develop and approve position announcement and search brochure.

## Week 3-8

- Post position on various job sites.
- Advertise on state and national sites (if applicable).
- Accept applications until 4:00 p.m. on agreed upon date.

## Week 9-10

- Applicant screening and reference checks.
- Presentation of applicants and determination by Board of Education.
- Interviews.

## Week 11-12

- Board visitation to finalist work site (if needed).
- Selection of finalist.
- Negotiation of contract.
- Appointment of new leader.



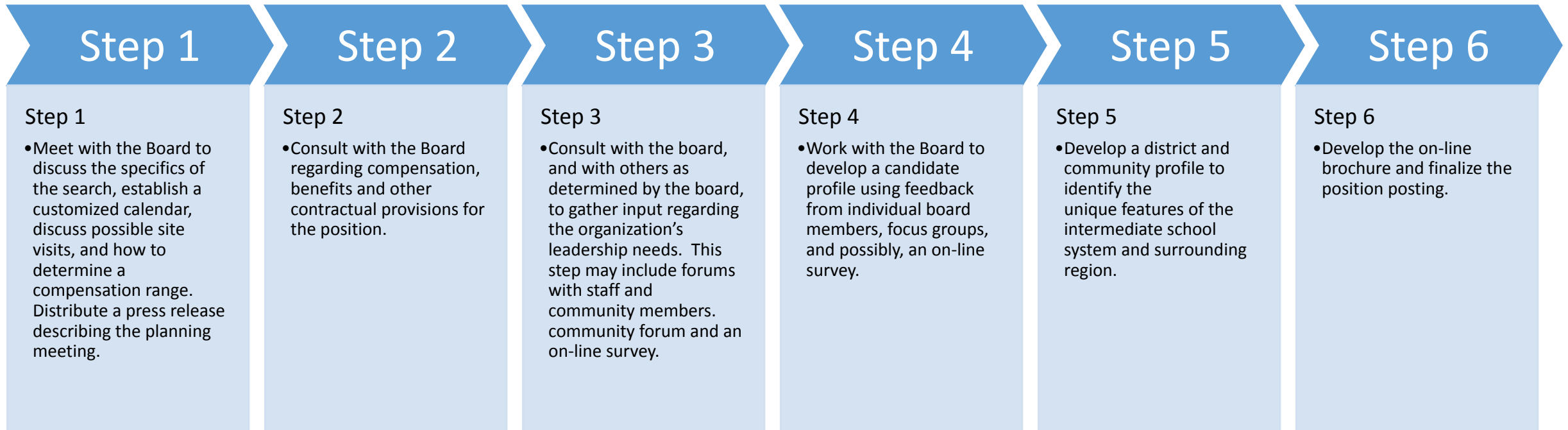
# Draft Search Timeline



## OKEMOS PUBLIC SCHOOLS DRAFT SUPERINTENDENT SEARCH TIMELINE November 24, 2025

<b>November 24</b>	Regular Board Meeting/Work Session <ul style="list-style-type: none"> <li>• Overview Process</li> <li>• Plan for Initial Phase</li> </ul>
<b>December 25</b>	<b>Superintendent of Schools Position - Job Posted (posting only)</b>
<b>December 1</b>	<b>Input Due from Board Members - 3 Questions</b> <ul style="list-style-type: none"> <li>• <i>What are the unique skills, qualifications and characteristics desired of the new superintendent?</i></li> <li>• <i>What are the challenges facing the Okemos Public Schools in the next three (3) to five (5) years?</i></li> <li>• <i>What are the Points of Pride for the Okemos Public Schools?</i></li> </ul>
<b>December 8</b>	<b>Regular Board Meeting/Work Session</b> <ul style="list-style-type: none"> <li>• Set Interview Dates</li> <li>• Plan for Profile Finalization</li> </ul>
<b>Nov 25 - Dec 7</b>	Input Gathered via Website from Public (same questions as above)
<b>December 9</b>	Focus Group Meetings for Input (same questions as above)
<b>December 12</b>	Superintendent of School Position - Profile Added
<b>January 13</b>	Posting Closes at 4:00 pm
<b>January 20</b>	<b>Special Board Meeting</b> - Presentation of Candidates to Board - Time TBD <ul style="list-style-type: none"> <li>-<i>Selection of 4 to 6 candidates to be interviewed</i></li> <li>-<i>Preparation for Interviews</i></li> <li>-<i>Finalize Questions for First Round</i></li> </ul>
<b>January 27-29</b>	<b>First Round Interviews</b> – Time TBD <ul style="list-style-type: none"> <li>-<i>Selection of 2 to 3 finalists to be interviewed</i></li> </ul>
<b>February 12</b>	<b>Final Interviews</b> – Time TBD <ul style="list-style-type: none"> <li>-<i>Selection of Candidate/Enter into Contract Negotiations</i></li> </ul>
<b>March BoE Mtg</b>	Formally Hire new Superintendent (post contract negotiation)
<b>TBD (April 1 - July 1)</b>	New Superintendent Begins Duties

# The Planning and Preparation Stage





# Three Questions

- 1. What are the unique skills, qualifications and characteristics desired of the new superintendent?*
- 2. What are the challenges facing the Okemos Public Schools in the next three (3) to five (5) years?*
- 3. What are the Points of Pride for the Okemos Public Schools?*

# Focus Groups



## SUPERINTENDENT OF SCHOOLS SEARCH 2025-2026

### Community Focus Groups Schedule

On <insert date(s)> there will be an opportunity for Focus Groups to share their views regarding the qualifications desired in our new superintendent. Mr. Andy Ingall, Regional President of Southwest Michigan - Michigan Leadership Institute, will lead these meetings. The purpose of these focus groups is to gather information from a wide variety of stakeholders on the qualities, characteristics, background, and experiences desired for the next Superintendent of Okemos Public Schools. In addition, we will be seeking input to develop the district's "Points of Pride " which will describe to candidates the advantages of living and working in the Okemos community. The Board of Education thanks you in advance for your contribution to this important process.

### Sample Groups

TIME	GROUP	LOCATION
9:00 - 9:45 AM	Administration	
10:00 - 10:45 AM	Parent Leaders	
11:00 - 11:45 AM	District Office Staff	
1:00 - 2:00 PM	Community Leaders	
3:00 PM	School Staff	
4:30 PM	School Staff	
6:00 PM	Open Community Group	

# Initial Posting



**Earn a Central Office Endorsement  
on an Administrator Certificate**  
New cohorts are forming now!



[Home](#) [Job Search](#) [Post a Job](#) [GOMASA.org](#)

## Job Search – Most Recent

Text  Order By

County  Position  Job Type

Title	County	District/Organization	Type	Posted	Expires
<a href="#">Superintendent/6-12 Principal of Lake Linden-Hubbell Public Schools</a>	Houghton	Lake Linden-Hubbell Public Schools / MASB	full time	11/11/25	02/15/26
<a href="#">Superintendent – Swartz Creek Community Schools</a>	Genesee	Swartz Creek Community Schools	full time	10/31/25	12/14/25
<a href="#">Superintendent – Watervliet Public Schools</a>	Berrien	Watervliet Public Schools – West Michigan Education Foundation	full time	10/30/25	12/31/25
<a href="#">Superintendent of Gaylord Community Schools</a>	Otsego	Gaylord Community Schools / MASB	full time	10/09/25	01/26/26

## Superintendent – Watervliet Public Schools

**Deadline:** December 31, 2025

**District/Organization:** Watervliet Public Schools – West Michigan Education Foundation

**Position/Type:** Superintendent, full time

### Position Details

Preliminary posting. Details forthcoming. Start date no later than July 1, 2026. Please contact Search Consultant Chris Rice with inquiries. 269-491-5939

**E-mail:** [crice@wmerdf.org](mailto:crice@wmerdf.org)

**Website:** [Link](#)

[Tweet](#) [Mail](#) [Report Listing](#)

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[Michigan ASCD](#), [Michigan Association of Intermediate School Administrators](#),  
[Michigan Association of Superintendents & Administrators](#), [Michigan Association of School Boards](#),  
[Michigan Association of Secondary School Principals](#), [Michigan Elementary and Middle School Principals Association](#),  
[Michigan School Public Relations Association](#)

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# Full Posting - Includes Profile



## SUPERINTENDENT OF SCHOOLS JOB POSTING

The Okemos Public Schools Board of Education is conducting a search for its next Superintendent of Schools. It is expected that the Superintendent will be in place no later than July 1, 2026.

### Our District

Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. Iaculis massa nisl malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

### Points of Pride

- Lorem ipsum dolor sit amet consectetur adipiscing elit.
- Ex sapien vitae pellentesque sem placerat in id.
- Pretium tellus dui convallis tempus leo eu aenean.
- Urna tempor pulvinar vivamus fringilla lacus nec metus.
- Iaculis massa nisl malesuada lacinia integer nunc posuere.
- Semper vel class aptent taciti sociosqu ad litora.
- Conubia nostra inceptos himenaeos orci varius natoque penatibus.
- Dis parturient montes nascetur ridiculus mus donec rhoncus.
- Nulla molestie mattis scelerisque maximus eget fermentum odio.
- Purus est efficitur laoreet mauris pharetra vestibulum fusce.

### District Data

- Enrollment: 4899
- Administrative Staff: 23
- Teachers: 309
- Cafeteria: 36
- Childcare: 16
- Custodians: 7
- Maintenance: 8
- Non-Union Support: 97
- Office Staff: 26
- Counselors: 12
- Aides: 16
- Other: 57
- Transportation: ?
- Number of Buildings: 8
  - = 1 High School

- = 2 Middle Schools
- = 4 Elementary Schools
- = 1 Early Childhood Center
- Annual Operating Budget: \$70,000,000
- Foundation Grant per Pupil: \$10,050
- Projected Fund Balance: 14.20%
- Tax Base: \$1,736,853,822
  - Non-Homestead Levy mills: 18
  - Debt Retirement mills: 7.00
  - Sinking Fund mills: 0.9850

### SELECTION CRITERIA

- Michigan Administrative Certificate, or equivalent
- Minimum of a Master's Degree in Educational Leadership
- Minimum of five years successful experience as a school administrator

The Okemos Public Schools Board of Education has determined that the following criteria are those which are the most highly sought in a new superintendent:

- Exemplifies the highest level of personal and professional ethics, personal integrity, and trust
- Dedication to educational excellence and the success of all students
- A visionary leader with the ability to engage all stakeholders in the pursuit of a clear vision for the district that focuses on student achievement, student and staff well being, communication, and use of district resources
- Demonstrates knowledge of and experience with effective curriculum, instruction, professional development, assessment, and best practices to improve teaching and student achievement
- Demonstrates success in human resource management including experience growing and retaining staff, conducting negotiations with collective bargaining units, contract administration and employment practices
- Demonstrates knowledge of and experience in public school finance and fiscal management issues, including of bond issues, sinking funds and enhancement millages
- Demonstrates effective communications skills (writing, public speaking and listening), and excellent interpersonal and public relations skills
- Strong experience with Professional Learning Communities and coaching/managing school leadership teams and staff
- An approachable school leader who treats everyone with respect and dignity and who is open to ideas and suggestions from a variety of sources within the school community
- An individual who sets high expectations for self and others; holds staff at all levels accountable; and who accepts responsibility for results
- An individual who has demonstrated quality working relationships with staff while managing challenging external factors affecting public education
- Proven leadership ability with skills in implementing successful systems, collaboration, team building, creative problem solving, and change

- Leadership experience in a traditional public school setting that reflects a record of success in positions of increasing responsibility, including teaching and building leadership experience
- An individual who embraces the values of the community and will immerse themselves into the community
- Demonstrates a record of direct involvement with and knowledge of issues in public education at the local, intermediate, state, and federal levels
- Demonstrates ability to engage and advocate for thriving extra-curricular and co-curricular programs
- Demonstrates ability to be visible throughout the district and actively engaged in school and community activities

### SALARY AND CONTRACT INFORMATION

The Board will offer a regionally competitive comprehensive, multi-year contract with a salary commensurate with experience.

### APPLICATION PROCEDURE

- Interested candidates should complete and submit the Michigan Leadership Institute on-line application found at [www.mileader.org](http://www.mileader.org) or <http://www.applitrack.com/mileader/onlineapp>
- Completed on-line applications must be submitted no later than 4:00 PM on Tuesday, January 13, 2025.
- No "hard copy", fax or email copies accepted. All materials will be treated confidentially through the screening process only upon the written request of the candidate.
- All questions regarding the search should be submitted to Andy Ingall, Regional President - Southwest Michigan, Michigan Leadership Institute, 734-320-6553 or [aingallmli@gmail.com](mailto:aingallmli@gmail.com).

**Applicants are advised not to make direct contact with any member of the Board of Education.**

### SEARCH TIMELINE

- Application deadline – 4:00 PM, Tuesday, January 13, 2026
- Selection of candidates for first interviews – January 20, 2026
- First Round Interviews – January 27-29, 2026
- In-district visit – To be determined
- Final Interviews – February 12, 2026
- Start date – TBD (between April 1 - July 1, 2026)

The Board may make exceptions to this profile, process and/or timeline to ensure selection of the best possible candidate. The services of Michigan Leadership Institute have been secured to assist the Board in the search process and in the screening of candidates.



# The Implementation Stage

## Conduct the Search

Place advertisements in professional publications and on-line education sites.  
Distribute press releases announcing the vacancy and detailing the search process.  
Make personal contacts and calls to recruit top-quality candidates.

## Conduct the Search (cont.)

Screen applicants and identify candidates for further consideration.  
Conduct reference checks and web searches.  
Contact candidates prior to deadline and recommendation to the board.  
Conduct board orientation workshop.

## Board Orientation

Go into closed session to present candidates.  
Go back into open session to select which candidates to interview.  
Conduct workshop on interviewing techniques and developing questions.  
Train board on debriefing strategies.

## Candidate Interviews

Attend all interviews.  
Provide both question and feedback sheets for the audience.  
Facilitate debriefing on each candidate.  
Facilitate “next steps” discussions.

# The Final Stage

Communicate

Communicate with unsuccessful candidates.



Mediate

Mediate employment agreement.



Facilitate

Facilitate board/superintendent orientation workshop on governance best practices.



Provide

Provide professional support and mentoring to the successful candidate for one year.

*Michigan Leadership Institute is  
committed to supporting the  
success of public education by  
**developing, deploying and  
supporting** outstanding  
executive leadership.*

