

**Date:** April 22, 2021

**Re:** Superintendent Search Process

- **Typical process and time frame for a Superintendent Search**
  - **Time Frame**
    - **July 15 through August 15** – Choose and approve letter of understanding with a search firm. As soon as letter of understanding is executed, position will be posted on the Illinois Job Bank and IASA site, search firm website and district website (national or just local).
    - **August 15 through August 30** – Set a planning meeting with search firm to lock in dates for planning, discussing additional advertising of the position, launch online survey, and schedule dates for processes
    - **Month of September** – Search firm conducts focus groups with internal and external community
    - **September/October Board meeting** - Search firm presents Leadership Profile
    - **October 15/30<sup>th</sup>** – Application process closes
    - **October 15/30** – Search firm conducts interviews with selected candidates
    - **November** – Search firm presents slate of candidates to Board (typically six)
    - **November/December** – Board conducts interviews: first and second rounds (usually an hour)
    - Board needs to decide if they want a confidential stakeholders group to interview candidate and/or conduct a site visit
    - **December/January** – Board negotiates contract and approves new superintendent
  - **Process (The process takes approximately 14-18 weeks)**
    - Search firm will determine the time frame with the Board
    - Individual interviews conducted with each member of the Board to determine desired qualifications/characteristics for the position
    - Focus groups with: teacher representatives, administrators, other interested staff, parents, business, civic/community leaders, students and others the Board may designate
    - Announcements of the vacancy will be drafted for Board approval and will be posted as directed by the Board in thoughtfully selected national regional publications
    - A link should be provided for the district website
    - Nominations, online applications, and candidate credentials will be received, reviewed, and vetted. Communication and preliminary reference checks should occur for the most qualified applicants
    - Individuals will be screened using the leadership profile characteristics
    - Candidates will undergo further background and detailed reference checks by search team

- After vetting all applicants, a slate of candidates will be recommended for initial interviews by the Board
  - The number in this slate usually includes four to six highly qualified candidates
  - When the slate is presented, the consultants should support and assist the Board in the final stages
    - Preparing the Board for candidate interviews
    - Discussing Board visits in the community of the preferred candidate(s)
      - Covid many change community and district visits
    - Suggest community activities appropriate to introduce finalists
    - Some search firms will provide one year of mentoring for new superintendent
  - November through December – Board conducts interviews: first and second rounds
  - Board needs to decide if they want a confidential stakeholders group to interview candidate and/or conduct a site visit
- **What firms and organizations provide services for a Superintendent search?**
    - Illinois Association of School Boards
    - School Exec Connect
    - Ray & Associates
    - BWP & Associate Patty Wernet is an associate of this firm. She receives no compensation from this firm unless she is conducting a search
    - Hazard, Young & Attea (ECRA)
    - A search firm will network and recruit. Many candidates, especially if they are seated superintendents, will not apply unless it is a confidential search.