

SUPERINTENDENT SEARCH PROCESS FLOW CHART

	Note: Blue italicized text indicates Board Participation
	Review search process
Phase 1 Initial Meeting with Board	 Discuss collectively with the Board: Characteristics desired in new Superintendent District strengths and challenges Community / staff input process Online survey Search Protocols and Agreements Finalize timeline
Phase 2 Community and Staff Input	 Meet with individuals and groups per Board's request to solicit input: Characteristics desired in new Superintendent District strengths and challenges Post online survey following Board approval Present survey results to board members
Phase 3 Position Description	 Develop Position Description using: Input received Description of District and community Key search dates / timelines Board reviews and approves draft Posted on Leadership Associates website, District website, and provided to candidates
Phase 4 Advertising, Recruitment, Reference Checking	 Advertise in trade publication(s) Announce to our 1,100+ subscribers Actively recruit Conduct reference and database checks on all potential candidates Conduct individual interviews with all potential finalists
Phase 5 Selection of Finalists	 Meet with Board to review all applicants Discussion and determination of top candidates Board determines finalists to interview Review of interview process and preparation of interview questions
Phase 6 Final Interviews	 Board conducts interviews with assistance from Leadership Associates Board selects finalist Consultants inform all candidates of outcome
Phases 7, 8 & 9 Validation Process Contract Offer Public Approval of New Superintendent after New Superintendent is Signed	 Board conducts a validation process prior to official contract offer Work with Board and finalist as needed to develop final parameters for contract and to prepare press release Board takes public action at a regularly scheduled meeting to employ new Superintendent Leadership Associates will provide and review Board and Community input with new Superintendent Leadership Associates will provide follow-up services as desired including a 90-day entry plan for new Superintendent