



Superintendent Search

Nashoba Regional School District



Superintendent Search Process

A typical search process takes about 3 to 6 months.

While it is the School Committee's responsibility to hire the superintendent, the search process will provide opportunities for members of the school community and the community at large to be involved in a survey and focus groups to assist in development of a leadership profile. There will also be public forums to provide feedback to the committee about finalists for the position.

Organizations such as the New England School Development Council (NESDEC) and the Massachusetts Association of School Committees (MASC) provide superintendent search services. There are also private companies that provide superintendent search services. The cost of a search ranges from \$13,000 to \$30,000+.

The superintendent search process includes the following:

Leadership Profile Development

- Identification of success factors, major issues, expectations
- Development of job description
- Approval of a leadership profile
- Development and approval of selection criteria

Candidate Recruitment

- Publicize vacancy
- Coordinate applications

Candidate Screening

- Screens candidates against selection criteria
- Identifies semi-finalists and schedules interviews
- Selects finalists

Committee Evaluation of Finalists

- Conducts reference checks on finalists
- Conducts site visits and final interviews

Appointment

Timeline from 2016

January 19-29 - Focus Groups & On-line Survey

February 3 – School Committee confirms Qualifications & Key Responsibilities for advertising

February 12 – Target date for advertising to get online posting and brochure in the mail*

March 11 – Application deadline

Week of March 14 – Screening Committee meets to select semi-finalists

Week of March 21 – Semi-finalists interviews by Screening Committee

March 30 – Finalists announced

April 11-14 – School Committee site visits

April 25-29 – Finalists site visits/interviews

May 4 – Vote to appoint

*Presently advertising is done online, eliminating mailing costs

Screening Committee (aka Search Committee) - 2016 Document

This Committee works with the Consultant to screen applications based upon the criteria determined by the School Committee (with input from focus groups and survey results) and recommends candidates for further screening and an initial interview by the Screening Committee. The Consultant will deliver the files of those selected as semi-finalists to the Screening Committee, notify the unsuccessful applicants, and will attend all interviews.

The the Personnel Subcommittee recommends the makeup of the Screening Committee for School Committee Approval. The following is a sample:

12 people in total

- School Administrator (s)
- Central Office Employee (s) Waiting for info from last search
- Community Reps. (B,L,S) re: makeup and size of
- School Committee Member(s) Screening Committee.

Additionally:

- The Consultant provides training to the Screening Committee and facilitates their work.
- Interview dates have to be predetermined. Only people who can make ALL the dates can serve on the Screening Committee.
- Search organization does reference checks at this stage of the process.
- Community members who would like to be considered for the Screening Committee will submit letters of interest to the PSC.
- **Members of the Screening Committee must agree to keep all the proceedings, candidates' materials and deliberations completely confidential.**

Superintendent Search Consulting Services Proposals (2016)

	Hazard, Young, Attea & Associates	MASC	NESDEC
Qualifications	35 years of experience, nation's largest educational executive search firm	30 yrs of experience; recruits nationally & actively with National Schools Board & National Association of Supt. Services –list of recent searches	Has conducted over 500 successful executive searches
Scope of Services			
Publicity/Advertising	Has an extensive network of nation-wide consultants to identify qualified candidates. Contacts include current supts., nat'l educational organization, university officials, foundation executives and state education dept.personnel.	State-wide & national network of contacts includes all state school board assoc. & stat supt. assoc.; Nat'l School Board Assoc.; Nat'l Assoc. of Supt. Searches	National School Development Council Recruiting Network includes regional and national network of professional organizations and placement offices of colleges & universities that prepare school administrators.
Community/Staff Involvement	Focus Groups and/or electronic survey to id community priorities & issues	Focus Groups and/or electronic survey to id community priorities & issues	Focus Groups and/or electronic survey to id community priorities & issues
Candidate Profile	Developed from focus group summaries of community priorities & issues	Developed from focus group summaries of community priorities & issues	Developed from focus group summaries of community priorities & issues

	Hazard, Young, Attea & Associates	MASC	NESDEC
Candidate Screening	HYA reviews applications materials and selects candidates for consideration. HYA interviews and does reference checks on these candidates and provides a slate of these candidates to the screening committee.	Will review & screen candidates & provide a recommended list of initial candidates for interview by the screening committee	Will assist SC in screening of candidates, offering a process that would meet the needs of the SC.
Interview Assistance	Provides SC and screening committee with a seminar to help them prepare for candidate interviews. Consultants typically do not sit in on interviews.	Will attend all interview sessions, acting as a liaison between the candidates & the committee(s)	Will conduct a workshop for SC/screening Committee to assist them in the interviewing & selection process – consultant does not attend interviews
Follow-up	Can assist new supt. with development of a transition plan	Conducts follow-up workshop with new supt. & SC	Supt. can meet with NESDEC consultant to discuss transition process and entry plan
Warranty	If search does not yield a viable candidate, will conduct follow-up search at no cost except for advertising and search related expenses	If search does not yield a viable candidate, will conduct follow-up search at no cost except for advertising and search related expenses	If search does not yield a viable candidate, will conduct follow-up search at no cost except for advertising and search related expenses
References	HYA conducts all reference and background checks.	Has resources for reference checking and assists the SC with reference checks	Has resources for reference checking and assists the SC with reference checks

	Hazard, Young, Attea & Associates	MASC	NESDEC
Costs			
Search Process & Consulting Fee	\$19,500	\$9,500	\$12,966
Search Related Expenses	\$1,500-\$2,500 consultant expenses \$750 a day to facilitate community engagement activities and sit in on interview committees	\$2,500 Max. includes consultant's expenses (travel, phone incidentals) printing & postage	\$3,262 printing, photocopying, phone, postage, consultant travel expenses and consumable supplies
Fee-based Advertising	\$1,175-\$4,000	\$3,000 – \$4,000 (estimate)	\$1104 (does not include Education Week of the Boston Globe)
Add'l Fee-based Options	\$5,000 SC/Supt Workshop Retreat \$12,500 First year support		\$1,450 Search Brochure; \$365 Add'l focus group; \$1250 Follow-up WS
2021 costs	\$22,000+	\$10,500 + consultant fees (capped at \$2500) NTE \$13,000	\$17,472 - Member District receive a 20% Discount (\$14,560)

Next Steps:

- PSC Recommendation
- SC vote
- Get a proposal with scope of service and costs from approved consulting agency
- Invite Search Consultant to 2/24 School Committee meeting to present timeline and answer questions.