

SAMPLE: Four Phases of a Superintendent Search

The process outlined below represents a prototypical superintendent search. Upon selection of a search firm, the firm would meet with the Board and any other relevant community leadership to discuss this process and modify it to meet Newark’s unique needs.

ENGAGE:

The Engage phase consists of designing and planning a process of engaging the Board and stakeholders through interviews, online surveys (available in world languages), and focus groups. Information from these interactions assists the Board in developing a leadership profile and selection criteria that match the priorities of the community and that meet the unique needs of the local district. This disciplined, inclusive and research-based approach ensures all stakeholders have the opportunity to be a part of the search process and provides valuable feedback about the school district based on the search firm’s local research and professional understanding of the district’s standing in the broader marketplace. (Sample at right).



RECRUIT:

The Recruit phase consists of leveraging locally recommended candidates, the search firm’s national network, and incorporating advertising strategies (as approved by the board) that results in the identification and recruitment of exceptionally talented leaders. Search firms can also recruit non-traditional candidates, i.e. executives that have worked in business, military, private or public sector if that is sought after by the board.

SELECT:

The Select phase consists of providing the Board with a slate of candidates that were interviewed by the search firm using a rubric established by the board. The search team then facilitates the Board interviews and appointment process including reviewing candidates’ references. Executive due diligence including formal background and media checks complete the Select phase. Depending on how the process is outlined, it may be appropriate during this phase to do some form of public introduction of finalists to inform a final decision. This is not typically done until a final candidate is identified, so as not to put those who are currently in other jobs at risk in their current roles.

TRANSITION:

The Transition phase consists of the search firm and/or committee assisting the Board and new Superintendent to assure a successful transition.