


**Selecting Your Superintendent:  
Strategies for Selecting and Retaining  
a High-Quality Candidate**

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**Workshop Overview**

- Three Aspects to A Successful Search
  - Preparation
  - Selection
  - Expectation



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**Preparation**

- Getting The House in Order and Building a Culture of Trust
  - Board
  - Community
- Selecting a Firm or Process
- Setting a Timeline



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### Board Preparation

- Retreats
  - Deciding What Is Important
  - Understanding Each Other
- Open Communication
- Establishing Norms



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### Community Preparation – Three Steps

- Step 1: Tell them what you're going to tell them.
- Step 2: Tell them.
- Step 3: Tell them what you told them.



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### Community Preparation

- Clear & Repeated Communication of Process
- Clear & Repeated Communication about Expectations
- Transparency: Be upfront about what you will share; what you cannot share; what you will not share (subject to open meetings laws).



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### Selecting a Firm or Process

- Search Firms
- State Associations
- Search Consultants
- Utilizing your HR Department
- National Search | Local/Regional Search | Internal Search



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### Setting a Timeline

- Allow enough time to accomplish your goals
- Stick to your timeline if and only if it makes sense to do so
- Exceptions/Extensions to the timeline (establishing conditions up front)



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### What's Important to You?



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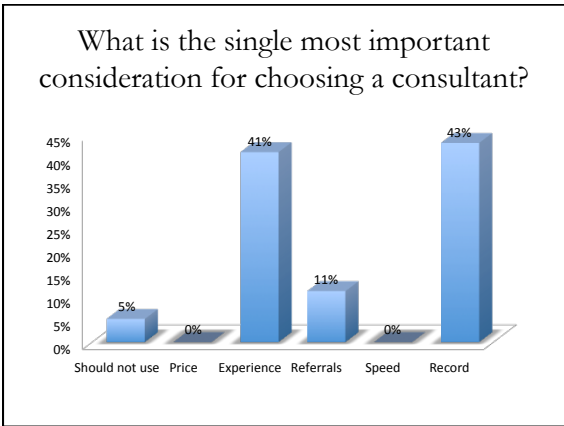
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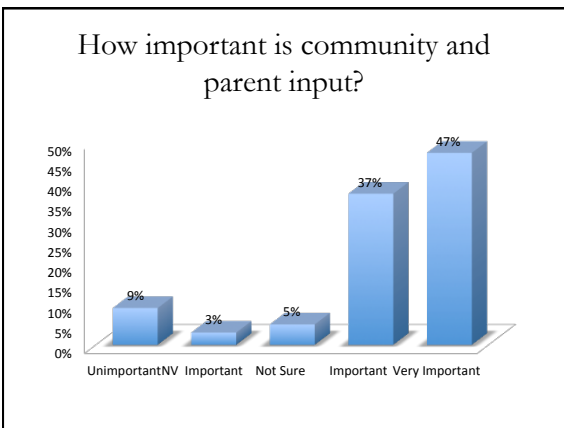
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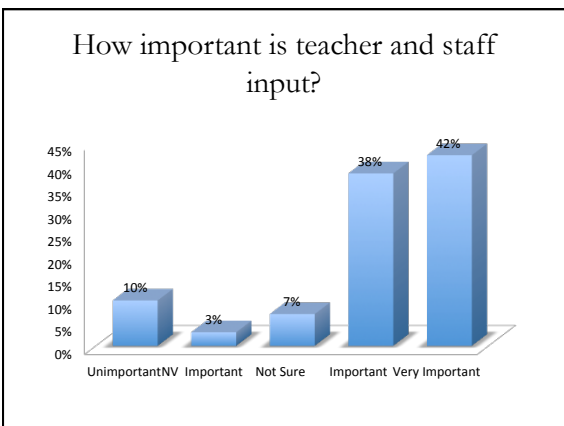
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### Search Process – What’s Important

At your table, discuss what search process details are important to you as a group:

- Should you hire a firm? Consultant? Self-Search?
- Will you solicit input from the community? Teachers and administrators? How? At what point in the process?



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### Sample Selection Criteria

- Commitment to Public Education
- Commitment to Raising Student Achievement
- Demonstrated Experience in Closing the Achievement Gap
- Commitment to Community Engagement
- Experience with Diverse Populations
- Strong Community Leadership



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### Sample Selection Criteria - Continued

- Experience Leading and Managing a Complex Organization
- Formal Leadership Education
- Management, Accountability and Fiscal Responsibility
- Background in Diverse Populations
- Organizational and Collaborative Leadership



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What's Important to You?



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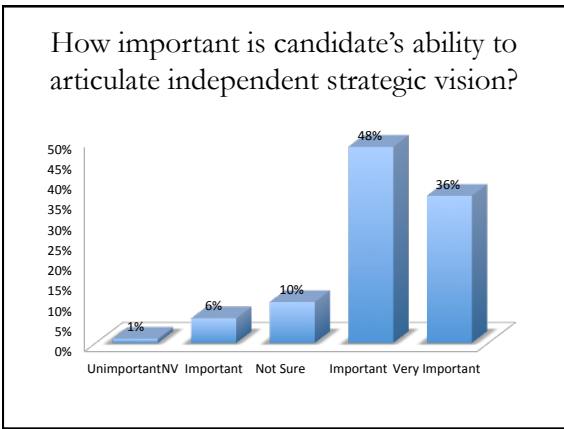
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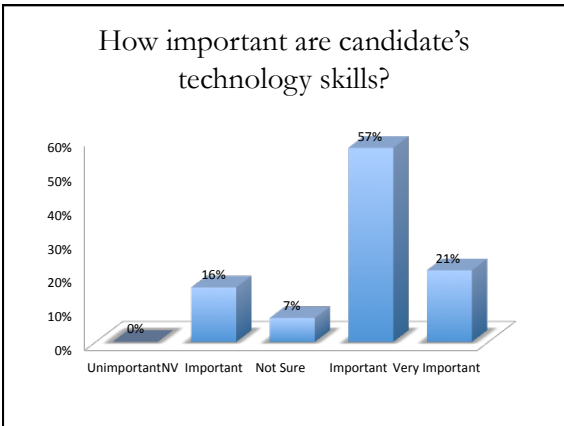
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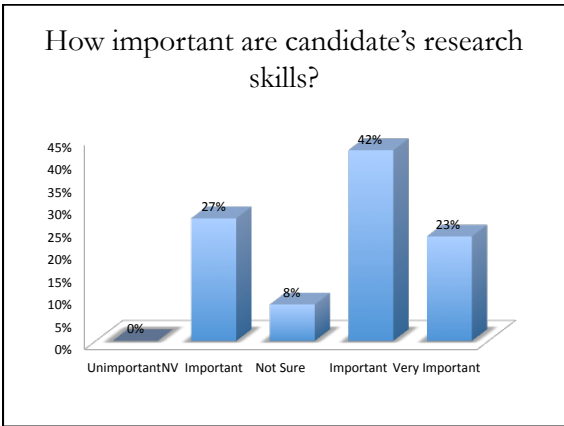
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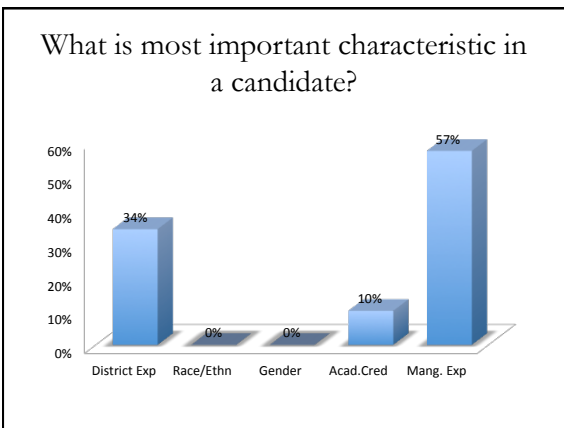
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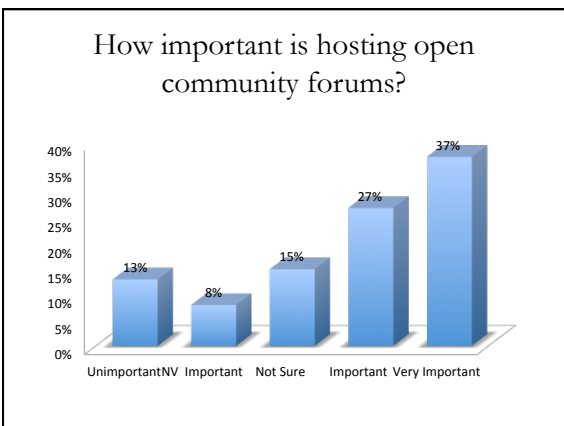
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### Selection – What’s Important

At your table, discuss the ideal candidate:

- What degrees should candidate have?
- Should the candidate have a proven record leading a district as superintendent?
- What skill set should the candidate possess?
- What should the interview process look like?



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BREAK



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Interview



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### Interview – Table Discussion

At your table, discuss the candidate's response to the first question posed:

- What did you think of the response?
- Is there anything that this first response tells you generally about the individual relative to what you are looking for in a candidate?
- How could the candidate have improved his response?
- What didn't you like in the response?
- Rate the candidate response on a 1-10 Scale.



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### Panel Discussion



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### Expectation - Formulating The Contract

- Negotiation
- Contract Details



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## Negotiation

Negotiation is a dialogue between two or more parties to reach a mutually beneficial outcome and satisfy mutual interests.



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## Contract Details

- Term of Employment and Work Year
- Duties and Responsibilities
  - Regular duties
  - Other Employment
  - Certification Requirement
  - Board Meeting Attendance
  - Feedback



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## Contract Details-Continued

- Compensation
  - Salary
  - Bonus
  - Retirement Contribution
- Annual Goals, Objectives & Evaluation
- Benefits
  - Sick Leave
  - Bereavement Leave
  - Personal Leave
  - Professional Development Leave
  - Vacation
  - Insurance
  - Moving Expenses & Misc Expenses
  - Other Expenses (Cell Phone, Clothing Allowance, etc)



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### Contract Details-Continued

- Agreement Termination
  - Mutual Agreement
  - For Cause
  - Binding Arbitration
- Indemnification



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### Q & A



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