

## SUPERINTENDENT SEARCH PROCESS FLOW CHART

### TIER 1

Note: *Blue italicized text* indicates Board Participation

**Phase 1**  
Initial Meeting with Board



- *Review search process*
- *Discuss collectively with the Board:*
  - *Characteristics desired in new Superintendent*
  - *District strengths and challenges*
  - *Alternative administrative structures*
  - *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 (including individual board members if desired) to solicit input:
  - Characteristics desired in new Superintendent
  - District strengths and challenges
- Post online survey following Board approval

**Phase 3**  
Findings



- Prepare report:
  - Summarizing comments and common themes received from Stakeholder/Community Input
- Prepare draft position description
- Present report to Board members

**Phase 4**  
Meeting with the Board in Closed Session



- Board determines next steps
- Board may choose to interview potential candidate(s)
- Leadership Associates will facilitate interview process of final candidate(s).

### TIER 2

**Phase 5**  
Advertising, Recruitment, Reference Checking



- Advertise in trade publication(s)
- Actively recruit
- Conduct reference and database checks on all potential candidates
- Conduct individual interviews with all potential finalists

**Phase 6**  
Selection of Finalists



- *Meet with Board to review all applicants*
- *Discussion and determination of top candidates*
- *Board determines finalists to interview*
- *Review interview process and prepare interview questions*

**Phase 7**  
Final Interviews



- *Board conducts interviews with assistance from Leadership Associates*
- *Board selects finalist*
- Consultants inform all candidates of outcome

**Phases 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