

## **NDSBA Superintendent Search Service**

The selection of a new superintendent is one of the most important decisions a school board will make. The superintendent sets the tone and climate for instructional leadership, student achievement, fiscal responsibility, and communication within the school organization and in the community. The North Dakota School Boards Association provides guidance and suggestions to school boards as they embark on the process of selecting a new educational leader.

### **Step 1. Consultation with school board members**

Consultants with NDSBA will highlight essential elements of a search. The goal of the visit is to educate board members so they have a better understanding of the role that consultants play, as well as explaining board members' responsibility in filling the vacancy.

### **Step 2. Collaboratively establish search timeline and identify superintendent attributes to ensure the largest pool of qualified applicants**

The superintendent search is structured to meet time requirements of the local school district. Although each search timeline is somewhat similar, NDSBA consultants tailor the guiding principles to meet needs of the local district. Consultants work collaboratively with the local school board to identify skills, qualities, and characteristics an individual must possess to be a successful superintendent in the district. These attributes serve as the foundation of the search process.

### **Step 3. Advertise and post the vacancy to Web sites**

NDSBA consultants will provide the board with several options for advertising. Some of those include:

Job Service North Dakota Web site: [www.jobsnd.com](http://www.jobsnd.com)  
North Dakota Council of Educational Leaders Web site: [www.ndcel.org](http://www.ndcel.org)  
Listing in NDSBA *Bulletin*  
American Association of School Administrators: [www.aasa.org](http://www.aasa.org)

### **Step 4. Conduct a needs assessment with staff and community members**

The NDSBA search process includes an opportunity for staff, student, and community input to determine:

- Strengths of the district
- Challenges facing the district in the near future
- Skills, qualities, and characteristics necessary to be a successful superintendent in the district

Information gained through this assessment is compiled into a working document and presented to the board for review, reaction, and discussion.

**Step 5. Facilitate development of a complete compensation package**

The compensation package is market sensitive. What was competitive the last time the district hired a superintendent more than likely will not be considered competitive now.

**Step 6. Manage application process and completed applicants' files**

Application criteria are designed to provide insight into the applicants' education, experience, success as an educator, career accomplishments, current professional growth, goals, activities, and recommendation of peers. Authorization to release personal information is requested along with permission to conduct a criminal background investigation.

**Step 7. Screening applicants**

NDSBA consultants conduct in-depth screening and reference checks on each applicant who completes an application. Each applicant is screened according to attributes identified by the board, as well as information gathered from staff and community meetings. All completed applications are presented to the board for consideration. In the event there is an internal applicant, NDSBA recommends the board interview only if the applicant is of serious consideration for the position. It is not in the best interest of the board, the district, or the applicant to conduct a courtesy interview. Upon completing all screening and reference checks, a meeting with the board will be scheduled to review recommendations of candidates to be interviewed.

**Step 8. Define and organize interview procedures and protocol**

NDSBA consultants assist the board in preparing for interviews. This includes developing interview questions, procedure, and schedule of candidates to be interviewed.

**Step 9. Contact finalists who were interviewed**

NDSBA consultants will contact the successful candidate and personally call those individuals not selected for the position.

**FEE SCHEDULE**

Enrollment of 500 students and under	Base Cost	\$4,500
Enrollment of 501-1,000 students	Base Cost	5,000
Enrollment of 1,001 to 3,000 students	Base Cost	6,000
Enrollment of 3,001 to 7,000 students	Base Cost	6,500
Enrollment of 7,001 or more students	Base Cost	7,500

Plus expenses (mileage, lodging, meals, phone, postage, copies, advertising)