



October 2019

Keep Up With Us



[GSBA Website](#)

[Capitol Watch Online](#)

Upcoming Free Webinar

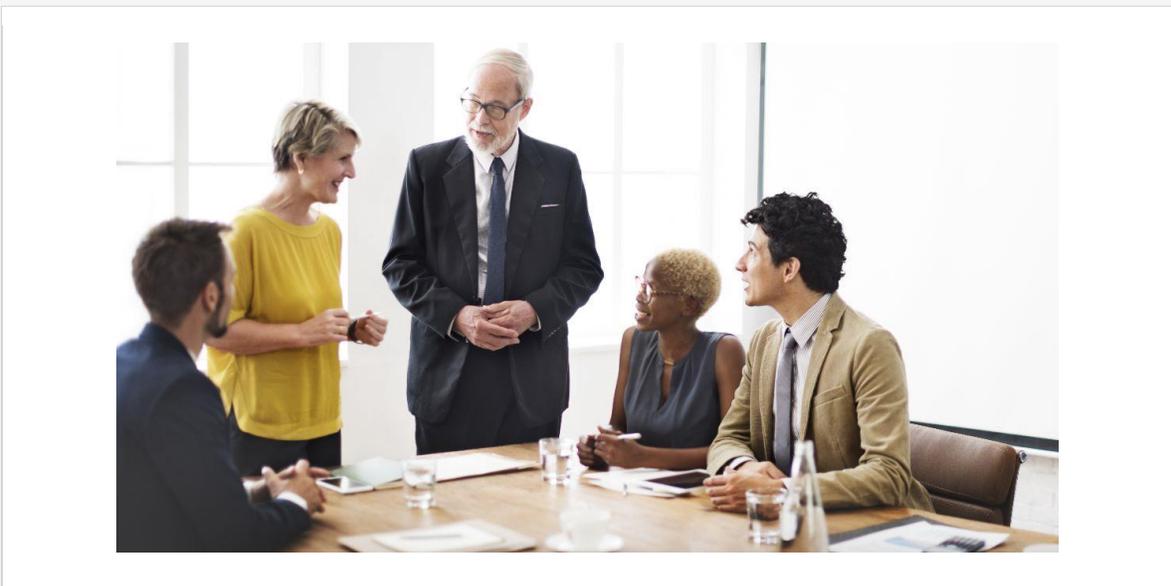
October 3 | 11:30 am
Topic: Best Practices for
an Effective
Superintendent Search
[REGISTER HERE](#)

Follow & Engage

 Facebook

 Twitter

 Instagram



Best Practices for an Effective Superintendent Search Process

Whether your superintendent retires, seeks a new opportunity or the board decides it is time for a change, it is likely you will participate in one of the most significant decisions any school board will make. The working relationship between the board and superintendent is critical, and the selection of the superintendent will help define that relationship. It is a decision that should be arrived at with care and should be thought through before the need presents itself. The process is time-consuming and hard work, as is much of the work of the board. This article will describe the process as well as some options the board may consider in the search for and selection of a new superintendent.

The search process may begin at any time after the current superintendent's departure has been decided and announced. While the board may elect to conduct their own search, there are significant legal, operational and tactical issues involved. The board is likely to have neither the time nor the expertise to be comfortable with an internal process. To aide boards in this important process, there are national search firms and consultants as well as the superintendent search service offered through GSBA. Most school board associations provide this service and often conduct the majority of searches in their states.

There are several key aspects of the search process that can become pitfalls if not adhered to or understood. The first is a review of the legal aspects involved in recruiting and employing a superintendent. There may be local policies in place related to recruiting and employing a superintendent.

The board needs to assess the strengths and weaknesses of the school district so that they can clearly and concisely describe the characteristics they are looking for in a superintendent. This will help to establish the criteria/qualifications of the candidates. The community is typically involved with this phase of the process, so those parameters need to be determined as well.

Pre-search decisions must be made. These include:

- Who will lead the search? Internal or external?
- Role of individual board members

- Budget considerations:
 - Budget for the search
 - Rough outline of financial package for discussion with applicants
- Will there be a need for an "interim superintendent"?

The applicant criteria/qualifications are established based on the needs of the district, and an announcement of the vacancy is developed. This announcement includes not only the candidate qualifications but also information about the district.

Once the application process ends, the board will select candidates to interview. (NOTE: GSBA checks references on all candidates the board wishes to interview.) All applicants should be asked the same set of questions, which reflect the qualifications for the next superintendent being sought by the board. It is critical the board understand the kinds of questions that may or may not be asked of applicants. Training, or at least a refresher on legal and appropriate interview techniques, is highly recommended.

Boards may request a second interview of all or some of the candidates. After all information has been gathered from the interview process, the board identifies up to three candidates as finalists. Per state law, at least fourteen days prior to the meeting at which final action or vote is to be taken on the selection of the new superintendent, the names of the person or persons under consideration shall be announced. All documents related to these candidates will also be made available for inspection and copying. These finalists are whom the board has determined to be most qualified for the position, and they can vote on the appointment at any time after the fourteen days.

This process must be given adequate time to ensure a thorough search. Three months should be considered a minimum. Best wishes on your next search!

RESOURCES:

- [**Superintendent Search Process Brochure**](#)

BEST PRACTICES FOR AN EFFECTIVE SUPERINTENDENT SEARCH PROCESS WEBINAR ON THURSDAY, OCTOBER 3, 11:30 AM

This session is on the superintendent search process, and you'll be hearing from GSBA's Director of Superintendent Searches/Training & Curriculum

Manager, Dr. Sam King. This webinar is open to all board members and superintendents.

The webinar will last 30-45 minutes, click [HERE](#) to register.

ADDITIONAL INFORMATION

To listen to previously recorded webinars, [click here](#).

Visit [The GSBA HUB](#) under Governance Materials to view previous PowerPoint presentations and additional resources.

We are available if you need/want to talk, **so please don't hesitate to reach out.**

Jeannie (Sis) Henry
Cell 404.312.8345
jhenry@gsba.com

Trudy Sowar
Cell 678.215.5854
tsowar@gsba.com