

**SUPERINTENDENT SEARCH PROCESS FLOW CHART**

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*
  - *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
- Present survey results to board members

**Phase 3**  
Position Description



- Develop Position Description using:
  - Input received
  - Description of District and community
  - Key search dates / timelines
- *Board reviews and approves draft*
- Posted on Leadership Associates website, District website, and provided to candidates

**Phase 4**  
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 5**  
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 6**  
Final Interviews



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

**Phases 7, 8 & 9**  
Visit to Finalist's Work Site  
Contract Offer  
Public Approval of  
New Superintendent after  
New Superintendent is Signed



- *Board visits finalist's current work site 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