



# **Superintendent Recruitment And Selection Guide**

**Initial Meeting**

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association of  
**ALASKA**  
school boards

# OVERVIEW AND CHECK LIST OF THINGS TO BE DONE

\_\_\_\_\_ Analyze the priorities, needs, and challenges of the school system.



\_\_\_\_\_ Refine the professional and personal qualifications desired in the new superintendent.

\_\_\_\_\_ Decide if persons other than board members will participate in the selection process. If "Yes" how?

\_\_\_\_\_ Decide how to treat internal candidates.

\_\_\_\_\_ Determine salary range and other benefits, e.g., housing, vehicle, etc.

\_\_\_\_\_ Confirm the schedule for implementing the selection procedure.

\_\_\_\_\_ Appoint someone on the board AND staff as a point of contact for the selection procedure.

# THINGS TO CONSIDER AND GROUND RULES



## **THINGS TO CONSIDER:**

- The time commitment required from every board member in the selection of the new superintendent.
- Decide how to best advertise the vacancy to attract appropriate applicants to meet the board's selection criteria

## **GROUND RULES:**

- All members of the board and all others involved in the search process must comply with the law/regulations governing equal opportunity employment.
- All board members are encouraged to take an active role in the process unless the full board determines otherwise
  - At the appropriate time, call on background checks / information that is available on candidates
  - Attend screening interviews
  - Participate in the actual interview and on site visits by candidates

**What is it about the Kenai Peninsula Borough School District that sets it apart from other districts – state and nationally?**

Overall	
Program	
Staff	
Students	
Communities	

## What are the Board's current and future priorities?

Strategic/ Long Range Plan	See attached separate document.
Board Goals 2018-19	<p><b>Goal 1:</b> Advocate for a reliable education-funding plan that meets the fiscal needs of the district by working with a wide variety of stakeholders, including local, state and federal decision makers.</p> <p><b>Goal 2:</b> Connect with a wide variety of stakeholders to strengthen positive relationships advocating for public education.</p> <p><b>Goal 3:</b> Support further development and implementation of the school climate and safety comprehensive plans.</p>
Ongoing/ Planned District Initiatives	
Contract Negotiations	
Others?	

## **Board priorities for the new superintendent.**

**1.**

**2.**

**3.**

**4.**

## DESIRED PROFILE FOR CANDIDATES

Identification of professional background for a qualifying candidate:

**MINIMUM PRIOR EXPERIENCE:** All must have or be able to obtain a Type B Administrative Certificate.

Select one as a minimum requirement.

- Superintendent
- Assistant Superintendent
- Central Office
- Principal

Required or Preferred? \_\_\_\_\_

**PROFESSIONAL BACKGROUND AND EXPERIENCES:** What background should the candidates have given the priorities established for the search?

- curriculum and instruction
- school finance
- experience in Alaska
- experience - rural/urban school
- other \_\_\_\_\_

What other **desired attributes and competencies** for the superintendent.  
Select those that the Board believes are important for the new superintendent.

special education

bond issues and capital projects

communication

instructional technology

budget development

grant writing

contract negotiations

personnel

community relations/engagement

curriculum development

planning

correspondence/home schooling

personalized learning

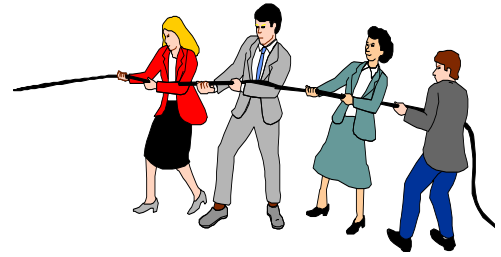
cultural responsiveness

Trauma informed practices

educational advocacy

Other: \_\_\_\_\_

**DESIRED SUPERINTENDENT  
PERSONALITY TRAITS:**



- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_

**SALARY RANGE**

- Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
Specific amount \$ \_\_\_\_\_ DOE or Negotiable
- Total number of days of contract   260
- Other Benefits...
  - Medical/Health
  - Housing
  - Vehicle
  - Life Insurance
  - Disability Insurance
  - Moving Expenses
  - Other



### **PAID ADVERTISEMENTS:**

American Association of School Administrators

Please submit through your current superintendent's membership in AASA and pay for it directly – we will provide the advertisement materials

### **ADVERTISEMENTS INCLUDED IN SEARCH FEE:**

- AASB Website
- National School Board Association (NSBA) Website and National Association of Superintendent Searchers (NASS)
- National Indian Education Association

### **ANNOUNCEMENTS SENT TO:**

- SCOOP subscribers in AASB's data base (100+)
- School Boards Associations throughout nation
- Personal contacts of AASB and or the District

## COMMUNITY AND STAFF INVOLVEMENT

- It should be determined if the Board will conduct the formal interviews privately or whether some other approach will be utilized. Interviews can be conducted in public if the Board chooses.
- Many boards in Alaska conduct the interviews in executive session while allowing staff and community members the opportunity to meet candidates in either a formal or informal setting. (We always suggest that if public, staff or student forums are utilized that they are facilitated by someone to monitor questions for legality and provide the opportunity to summarize for the Board.).



# DRAFT TIME TABLE FOR SUPERINTENDENT SELECTION PROCESS

<u>EVENT</u>	<u>Tentative DATES</u>
Superintendent Search Process Workshop	January 28, 2019
Open Position Recruitment	
Close Applications	
Review of Applications/Selection of Finalists – In Soldotna	March 5, 2019
<b>SYKPE interviews (optional)</b>	
Finalists Onsite for Interview & selection (Usually 10 days to 2 weeks after finalist selection)	
New Superintendent on the Job	July 1, 2019

## Dates to Avoid:

- Spring Break
- Others?

