

Superintendent Search Process

PA People Solutions – Search consultants

Phase 1

Preparation for the search – 3 – 6 weeks

- Assist the Board to determine the district's challenges and organizational needs.
- Assist the Board to develop a profile and expectations for the new Superintendent (this is also done with the focus groups)
- Identify a search committee and clarify its responsibilities (the Board has elected to be a committee of the whole).

The Search – 7 – 10 weeks

- Develop a brochure that emphasizes the attributes of the school district, community, and region.
- Place advertisements, contact university placement offices and professional associations for candidates.
- Recruit qualified candidates.
- Provide progress reports throughout the search process to keep the Board informed.

Screening and selection – 4 –6 weeks

- Screen all applicants.
- Present a list of candidates for interviews.
- Assist the Board with the screening and selection process and maintain a file of the results of the interviews.
- Plan the final interviews and assist the Board in the selection process.