LEADERSHIP ASSOCIATES
California's Premiere Executive Search Firm

LEADERSHIP ASSOCIATES SUPERINTENDENT SEARCH PROCESS

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
- 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 report to board members

Phase 3
Position Description

- Develop Position Description using:
  - Input received
  - Description of district and community
  - Key search dates
- Board reviews and approves draft
- Posted on LA 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 District and Contract Offer
Public Approval of New Superintendent
After New Superintendent is Signed

- Board visits finalist's district 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 the Board and Community Input with new superintendent
- Leadership Associates will provide additional follow up services as desired

Note: Blue text indicates Board participation