

SUPERINTENDENT SEARCH

Selecting a superintendent is one of the most important decisions a school board makes. But it's also a time consuming process. That's why ASBSD developed the Superintendent Search Guidebook to help local districts to complete their own superintendent search.

PHASE I: SELF-GUIDED SEARCH RESOURCE

ASBSD will provide member school boards with a introduction to the superintendent search process and all the documents a school board needs to conduct a search. Phase I includes the Superintendent Search Guidebook, on-site training and a CD with editable search materials. The booklet includes all the information a board needs to conduct a search and select a candidate.

PHASE II: FACILITATED SEARCH

For boards that would like help conducting a search, ASBSD offers PHASE II superintendent search services. ASBSD works directly with the board to facilitate the search to:

- Design the search district brochure (upon request)
- Establish timelines and process
- Establish costs the board will pay for candidates (travel, lodging, etc.)
- Review and develop the application form
- Define details within process (recommendation, screening process, interview committees, who will complete reference checks, etc.)
- Select final interview questionnaire
- Develop employment advertising and deploy the advertisement (district pays the cost of advertising).

PHASE III: FACILITATED CANDIDATE SELECTION

School boards that want assistance selecting a candidate can opt for ASBSD's Phase III superintendent search services. Phase III includes:

- Receive and process applications
- Screen and conduct confidential reference checks on the applicants
- Present applicants to the board with recommended finalists
- Assist the board in selecting candidates to interview (upon request)
- Schedule interviews for selected candidates
- Send letters to applicants not selected for interview
- Schedule site visits and/or final interviews (optional)
- Assist the board with the final selection and contract negotiations
- Inform other applicants that the position has been filled

FEES AND EXPENSES

When applicable, fees will be accompanied by travel expenses.

- Phase I: \$500
- Phase II: \$1000
- Phase III: \$1,500

The district will also assume the costs of advertising the position and travel costs for any candidate interviews.