Superintendent Search-
Kenmore-Town of Tonawanda
Union Free School District

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District Superintendent and CEO
Erie 1 BOCES

Superintendent Search Service

The District Superintendent consults with the Board of Education in designing, organizing, and implementing a customized search process without a fee for her service.
Customized Search

• Sample Activities Include:
  - Facilitate planning sessions with the Board of Education
  - Serve as the sole representative of the Board of Education to all applicants
  - Provide an orientation to staff and community advisory groups, if desired
  - Advertise and promote the vacancy utilizing print and online materials
  - Receive, organize and validate all applications and supporting materials
  - Schedule and coordinate all interviews

• There are fees for those activities that are directly related to the search process:
  - Printing and mailing of the vacancy brochure
  - Advertising
  - Travel expenses for candidates (should the Board choose to provide them)
  - Additional facilitators, as needed, during the process

• Aid reimbursement does apply to BOCES provided services
- Relationships
- Confidentiality during the process
- Integrity of the process
- Transparency for the Board of Education
- Respect for the applicants and candidates

Steps in the Search Process

- Develop timeline
- Identify desired qualities, credentials and characteristics
- Determine terms and conditions of employment
- Develop and disseminate vacancy notice
- Review of applicants by District Superintendent
- Board Review of Applicants
- Board interview of semi-finalists
- Board selection of finalists
- Interviews of finalists
- Selection and transition to position
Specific Procedure and Timeline

- Approximate typical total time: 190 days
- Interim Superintendent needs
- Type of search
  - Open with stakeholder input at various levels
  - Closed with stakeholder input in developing the specifications
- Internal candidates

Qualities and characteristics

- Credentials required for the position:
  - School District Administrator (SDA)
  - School District Leader (SDL)
- Developing specifications for the position
  - Professional background and experience
  - Personal qualities and characteristics
Employment Agreement

- Terms and conditions of employment need to be developed early on in the search process

- Salary, residency, benefit packages will have an impact on the development of the vacancy notice and brochure

- Board discussion with legal counsel

Vacancy notice and brochure

- Developed with the Board and focused on the candidate specifications and attributes of the district and community.

- Scope of dissemination

- Professional journals and newsletters
Applicant review

- Each applicant is carefully reviewed by the District Superintendent
  - An applicant folder will be created and maintained with relevant documents and credentials
  - Applications are screened for any possible irregularities
  - References requested in the application materials will be contacted by the District Superintendent
  - Screening interviews will be held with qualified candidates
- Board members review materials from all applicants with the District Superintendent
- Board selects semi-finalists to interview

Semi-finalist Interviews

- Prepare interview questions focused on needs of district and desired qualities and characteristics
- Board development on interviewing techniques and processes
- Organize and schedule interviews
- Summarize results and facilitate finalist selection
- Candidate notification of results
Finalist Interviews

- This step is customized on the type of process the board chooses to employ in the search
  - Closed

  - Open
    - Interview Committee selection, invitation and training
    - Development of committee interview questions
    - Process to receive feedback from constituent groups

- Selection of single finalist

Transition to Position

- Entry Plan as a part of the final interview process

- Planning ‘Welcome’ by community groups
It would be a privilege and an honor to support the Kenmore-Town of Tonawanda Union Free School District Board of Education in your search for a new Superintendent of Schools.

Thank you!