



## SUPERINTENDENT SEARCH SERVICE

A Tailored and Personalized  
Service for the School Boards of  
New Mexico



NMSBA has a strong history of successful Superintendent searches. Contact NMSBA when you are facing the challenging task of hiring a new Superintendent.

We use a Search Cadre of trained professionals to facilitate an effective search process from the first meeting to the final hire. Once NMSBA is contacted by the local board, a member of the Search Cadre will meet with the board to outline the process and create a proposal for Superintendent Search Services.

### OUR CADRE

Mr. Tom Sullivan: retired superintendent from Farmington and Moriarty who has served as the Executive Director of the New Mexico Coalition of Educational Leaders.

Dr. Linda Paul: retired superintendent from Aztec. President of Paul and Associates LLC.

Dr. Gloria Rendón: retired superintendent from Santa Fe who has served as a superintendent and Executive Director of the New Mexico Coalition of Educational Leaders.

Ms. Bobbie Gutierrez: retired superintendent from Santa Fe and Española who is Executive Director of NMREC and is the Director of the Aspiring Superintendents Academy.

Mr. Joel Shirley: retired superintendent from Grady and Estancia who has served on the Board of the New Mexico Coalition of Educational Leaders and Cooperative Educational Services.

## **How the NMSBA Superintendent Search Service Functions**

The NMSBA superintendent search service makes use of a Search Cadre of trained professionals who work together to facilitate an effective search process from the first meeting. Once NMSBA is contacted by the local board, a member of the Search Cadre will meet with the board to outline the process and create a proposal contract for the superintendent search services. These services include but are not limited to:

- Development of the search plan.
- Identification of desired characteristics for the new superintendent.
- Facilitation of stakeholder involvement processes.
- Development of the promotional advertising materials.
- Monitoring and responding to all applications for the position.
- Screening applicants against predetermined criteria.
- Facilitating the planning and conducting of the interview process.
- Supporting the board during interviews.
- Providing the board support during negotiations with finalists.
- Supporting the board during the initial induction of the new superintendent.

## **Fee Schedule**

- Basic Fee: Negotiated based on size of district
- Advertising Depending on extent of search
- Criminal background check Actual cost

## **Additional Services Available**

- Revising and updating superintendent job description
- Assisting in contract negotiations
- Assist in developing contract (legal review recommended)
- Schedule and/or conduct on-site visit(s) to finalists' home districts
- Assist in developing superintendent performance appraisal

## **Scheduling the Search Service**

The NMSBA Board Superintendent Search Service may be requested by contacting Tom Sullivan at (505) 330-2600 or [tsullivan48@gmail.com](mailto:tsullivan48@gmail.com). He will schedule a mutually convenient time to meet with a member of the Search Cadre to determine the board's needs and to draft a proposal/contract. There is no cost for this initial meeting. All costs for the superintendent search services are identified in the proposal/contract which must be approved by the board before it takes effect.