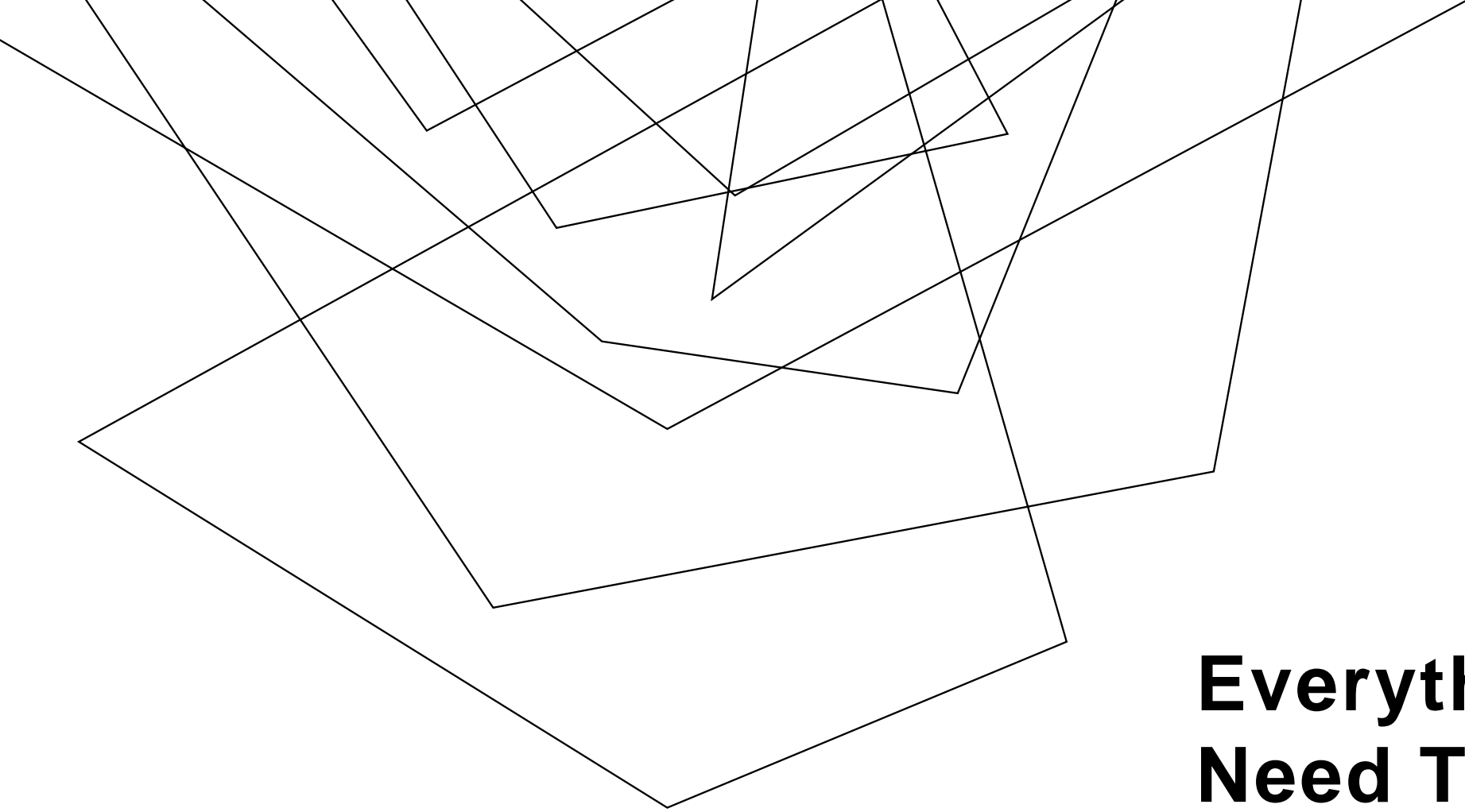


# NMSBA INSTITUTE

Superintendent Search Presentation

February 15, 2025



**Everything You  
Need To Know  
About NMSBA's  
Superintendent  
Search Service**

# INTRODUCTIONS AND PURPOSE OF OUR WORK TODAY



SO, YOU NEED A NEW SUPERINTENDENT ...

What are the options?



# The Continuum of Selection Possibilities

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**Board  
Conducted**



**Externally  
Facilitated**



**Turnkey  
Headhunter**



All Board Directed

# Board Conducted

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## Pros

- Least expensive option
- Maximum Board control
- Highest degree of Board involvement

## Cons

- Requires collaborative Board
- Labor intensive for Board members
- High potential to miss a key piece of the process

# Externally Facilitated

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## Pros

- Board still retains major involvement in process
- “Grunt” work is delegated to facilitator
- Minimizes chances of miscues

## Cons

- Board must select the facilitator with care
- Direct Board involvement is reduced
- More expensive

# Turnkey Headhunter

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## Pros

- Widest range of prospective candidates
- Least amount of work for the Board

## Cons

- Most expensive
- Lowest level of Board involvement
- Highest potential of mismatch with Board's requirements





# Key Elements of a Sound Search Plan

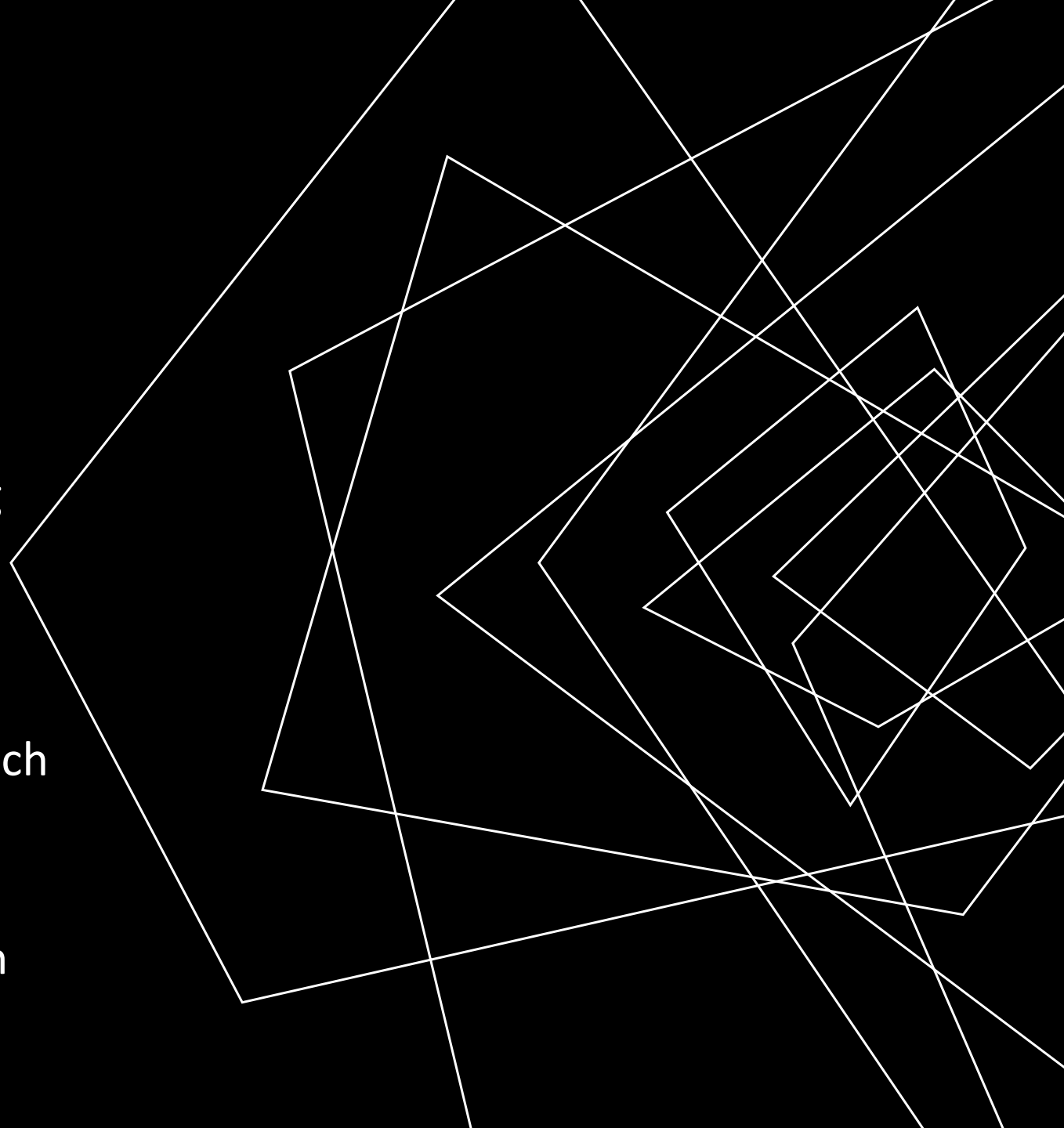
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- Timetable for the search
- Desired characteristics
- Advertising parameters (regional-nationwide...)
- Compensation package
- Range of stakeholder involvement
- Constituencies to be involved
- Board adopted and approved



## NMSBA SEARCH CADRE

New Mexico school boards face a challenging task when they must seek a replacement for their superintendent. NMSBA offers member districts support during this critical period through a well-developed search process which is based on best practices in helping a board select their new superintendent. The NMSBA superintendent search process is grounded in the following assumptions:





SUPERINTENDENT  
SEARCH  
OVERVIEW

## UNIQUE

Professional support reasonably priced

## QUICK TO MARKET

Based on a well-developed plan

## TESTED

We have facilitated over 50 NM superintendent searches

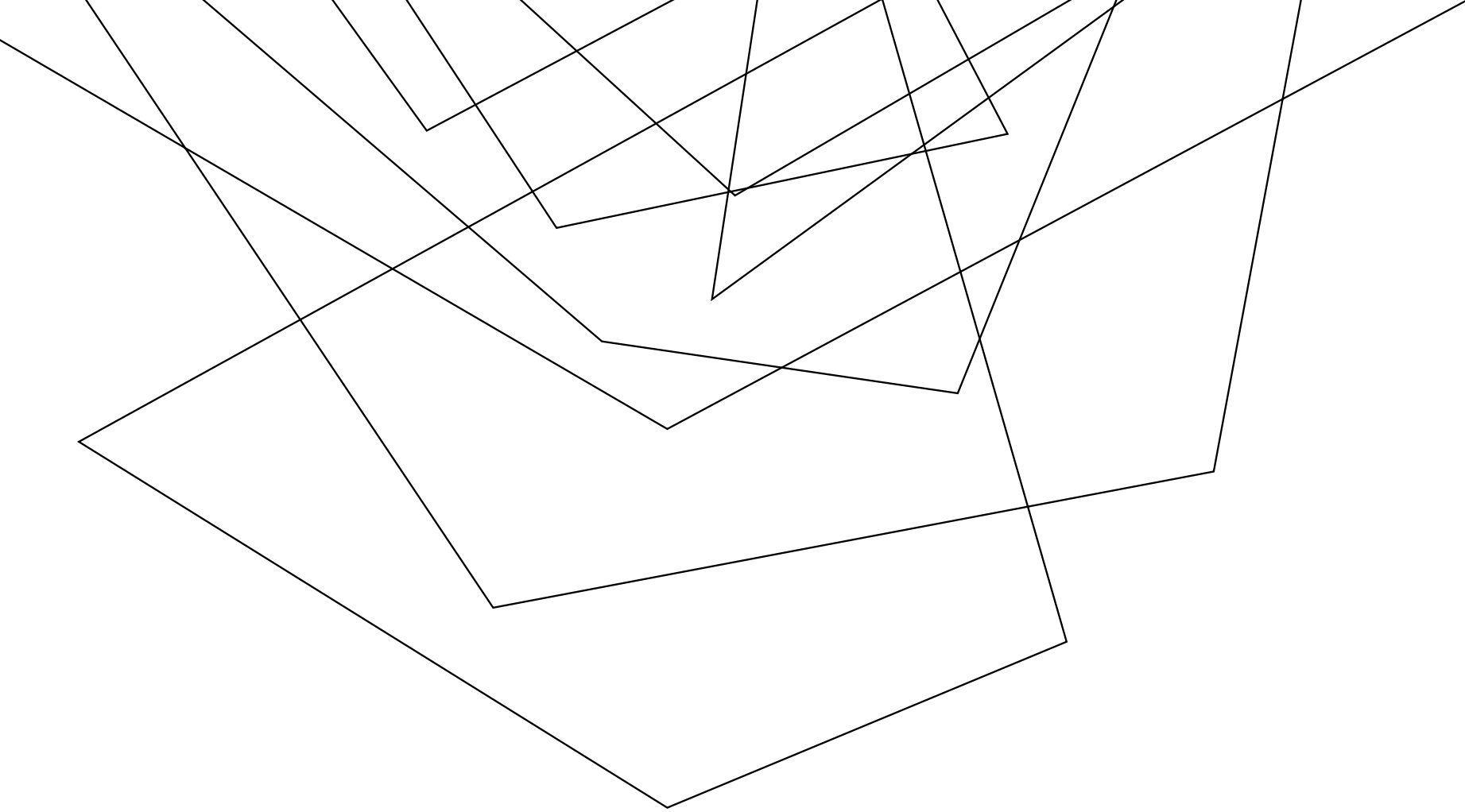
## AUTHENTIC

Designed with the help and input of the Taos School Board

# NMSBA SUPERINTENDENT SEARCH SERVICE BENEFITS

- Local control
- Opportunities for community connections
- Clear communication
- National and New Mexico contacts and networks





**WHAT DO WE DO?**



# 7 Step Process

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1. Initial Work Session with the School Board
2. Staff and Community Engagement
3. Development of Promotional Material and Finalize Job Application
4. Advertise Position and Manage Applications
5. Applicant Screening, Background Checks and Candidate Notification
6. The Interview Process
7. Hiring the New Superintendent and Next Steps

# Step 1: Initial Work Session with the School Board

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- Listen to the board's priorities for the superintendent search.
- What is the School Board looking for in a new Superintendent?
- Required and Desired Qualifications for the Educational Background and Experience for the New Superintendent
- Timeline Draft
- Discuss and Plan Staff and Community Involvement
- Board of Education and Staff Contacts
- Review Superintendent Application
- Advertising the Superintendent Position





## Step 2: Staff and Community Engagement

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The consultants will execute what the School Board decides about staff and community involvement in Step 1.

- Advisory Committee(s)
- Candidate Forum, Meet and Greet, etc.
- A community-wide survey to gather usable data for the superintendent search.



# Step 3: Development of Promotional Material and Finalize Job Application

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The consultants and the School Board will create unique promotional materials showcasing the district's many strengths and the excellent quality of life your district and county. The superintendent application will be finalized to maximize the information available to the Board regarding the candidates.

The application, essay prompts and promotional materials will be sent to prospective candidates.



# Step 4: Advertise Position and Manage Applications

## Advertising

- Local, State, Regional, National?
- Actual Costs Paid by District

## Application Management

- Dedicated Email Address
- Distribute and Collect Applications
- Organize and Screen Applications for the Board





## Step 5: Applicant Screening, Background Checks and Candidate Notification

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- Screening
- Background Checks
- Candidate Notification
- Social Media

# Step 6: Interview Process

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- Provide an orientation to all individuals participating in the interviews.
- Facilitate the superintendent candidate interviews.
- Keep all candidates informed of their status in the selection process.
- If desired, write a press release to announce the names of the superintendent search finalists.



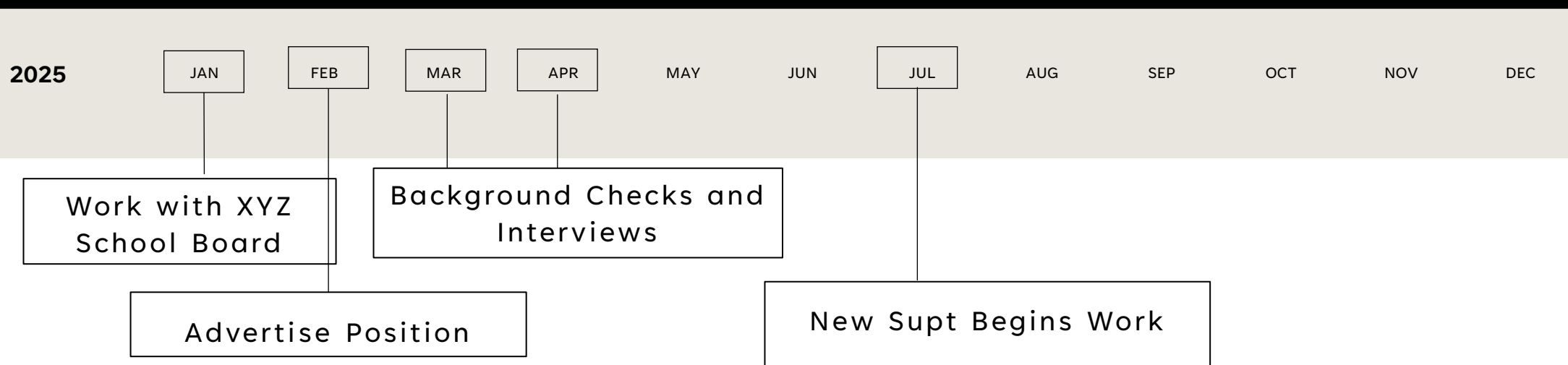


## Step 7: Hiring the New Superintendent and Next Steps

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The consultants can facilitate a meeting of the School Board and the new superintendent to identify goals, evaluation criteria and communication preferences.

# SAMPLE SUPERINTENDENT SEARCH TIMELINE





# IN CLOSING

At the NMSBA Superintendent Search Cadre, we believe in giving 110%. We deliver top superintendent candidates because of our state and national contacts, our experience and the great team behind our service.

Questions?

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this summer | Harvard







# THANK YOU

Mr. Tom Sullivan

(505) 330-2600

[tsullivan48@gmail.com](mailto:tsullivan48@gmail.com)

Dr. Linda M. Paul

(505) 330-4910

[Linda.paul@live.com](mailto:Linda.paul@live.com)