

Principal Search NRCSA Search Service



Nebraska Rural Community
Schools Association

“Quality Rural Schools”

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http://www.nrca.net/superintendent_search/



<https://www.facebook.com/suptsearch/>

Why NRCSA?

Finding the right Principal for your rural school and community is one of the most important tasks a district will ever undertake. Fortunately, you can have a partner at your side as NRCSA has a Principal Search Service.

Why Choose NRCSA ? NRCSA has a very successful Superintendent Search Service. Our Principal Search Service will use the same successful principles. NRCSA can make a difference for you!

- Since 1980, NRCSA has represented Nebraska's rural community schools. We represent the Board-Superintendent teams that lead rural schools and the rural communities they serve.
- NRCSA's focus is solely on rural schools and communities. Your schools and ESUs are the reason we exist and we are dedicated as an organization to serving them effectively. You are our priority!
- NRCSA understands rural school leadership. Our search consultants are experienced, successful former rural community school Superintendents (who also served as Principals). They know what it takes to be an effective educational leader in a Nebraska community.

What Services Will be Provided?

What Services Will NRCSA Provide?

The phases of a NRCSA Principal Search include working with the client on:

Planning Phase:

- Work with the Superintendent to develop a comprehensive plan and timeline for the search.
- Develop a school district and candidate profile.
- Develop a community engagement plan to involve staff and community in the search process
- Provide information on comparable compensation packages.
- Develop a vacancy notice, which highlights your school and community.

Recruiting/screening Phase:

- Distribute the vacancy notice and advertise in appropriate media.
- Actively seek out candidates that meet the district's profile.
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- Compile applicant data and keep track of the status of each candidate.
- Conduct initial reference checks.
- Analyze applicants' materials and categorize candidates for consideration based on how well they fit the candidate profile.

What Services Will be Provided, Continued

Finalist Selection Phase:

- Meet with the Superintendent to review all applicants' files.
- If requested, make recommendations of potential finalists.
- Arrange for background checks on finalists.

Interview Phase:

- Assist in establishing interview and candidate visitation procedures.
- Schedule finalists' interviews.
- Assist in developing interview questions.
- Review interview procedures including avoiding questions that are illegal or inappropriate.
- Work to establish a means to evaluate each candidate.
- Contact all candidates once a selection is made.

What Will It Cost?

NRCSA Full Search Option **Recommended Option**

NRCSA's Principal Search Service will deliver its high quality services for an affordable, competitive fee.

NRCSA's base fee is \$2,000 for a full principal search.

Additional expenses are limited to advertising costs, criminal background checks, and consultant travel to your district.

Your Search Consultants



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NRCSA understands school leadership from our members' perspective as Board members and Superintendents/Administrators. Our consultants will come to you from a background as local school leaders. As experienced Superintendents, they know what it takes to be an educational leader in Nebraska's communities.

NRCSA Principal Search

FULL PRINCIPAL SEARCH

Planning Phase Services: One Meeting W/Superintendent.

- **Develop search plan and timeline.
- **Develop position title.
- **Develop NRCSA Vacancy Announcement

Recruiting/Screening Phase:

- **Widely distribute NRCSA Vacancy Announcement.
- **Advertise in free media and World-Herald (1 to 2 weeks)
- **E-mail/personal contacts with potential candidates.
- **Application process: Basic applicant data, resume, list of references, proof of certification/endorsement.
- **Reference check calls; 1 consultant
- **Categorize candidates for Supt consideration based on fit to the candidate profile.

Finalist Selection/Pre-Interview: One meeting.

- **Meet with superintendent to review all applicant files
- **Recommend potential finalists to superintendent.
- **Arrange for One Source background checks for finalists at district expense.
- **Provide sample interview questions to superintendent.
- **Provide rubric to evaluate finalists, if desired.

Cost: \$2,000 plus advertising costs and mileage for travel to meetings.

Staff: One NRCSA consultant.

Warranty: None.