

## NRCSA Superintendent Search Service



Nebraska Rural Community  
Schools Association

“Quality Rural Schools”

Nebraska Rural Community Schools Association

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

### Why NRCSA?

Finding the right Superintendent for your rural school and community is one of the most important tasks a Board of Education will ever undertake, and selecting the right Superintendent search service is a crucial part of that task. Fortunately, you can have a partner at your side with more than 40 years of experience in serving the needs of rural community schools – NRCSA.

**Why Choose NRCSA ?** Not all Superintendent search services are the same. 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 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 Superintendent Search consultants are experienced, successful former rural community school Superintendents. They know what it takes to be an effective educational leader in a Nebraska community.
- NRCSA isn't done when your Superintendent search is completed. We'll work with your new Superintendent and Board to bring about a smooth transition.

### What Services Will be Provided?

#### **What Services Will NRCSA Provide?**

The phases of a NRCSA Superintendent Search include working with the client Board of Education on:

##### **Planning Phase:**

- Work with your Board 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.
- Compile applicant data and keep track of the status of each candidate.
- Conduct initial reference checks.
- Analyze applicants' materials and categorize candidates for the Board's consideration based on how well they fit the Board's candidate profile.

## What Services Will be Provided, Continued

### Finalist Selection Phase:

- Meet with the Board to review all applicants' files.
- Make recommendations to the Board of potential finalists.
- Arrange for background checks on finalists.
- Share model Superintendent contracts with the Board.

### Interview Phase:

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

### Transition Phase:

- Meet with the new Superintendent and Board President to discuss desired transition services. This meeting may take place via distance technology.
- Assist the new Superintendent in creating initial performance goals.
- Coordinate optional transition services, such as a Superintendent-Board Planning Workshop, with the Board and NRCSA.

### What Will It Cost?

#### NRCSA Full Search Option \*\*Recommended Option\*\*

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

NRCSA's base fee is \$5,500 for member school districts and \$6,500 for non-member districts.

Additional expenses are limited to advertising costs and consultant travel to your district.

Some optional services, such as a Board-Superintendent Planning Workshop, are available to NRCSA member schools at a modest cost.

#### Does NRCSA Offer a Lower-Cost Option?

Yes. A reduced-price search, with more limited services, is offered for \$3,000 for member school districts and \$4,000 for non-member plus reimbursable expenses.

### 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 Search Options

## NRCSA FULL SEARCH

### **Planning Phase Services:** Two meetings.

- \*\*Comprehensive search plan and timeline.
- \*\*Develop district/candidate profile following Board, staff, community meetings. On-line survey available.
- \*\*Develop Staff/Community engagement plan.
- \*\*Research comparable compensation packages.
- \*\*Review Superintendent contract language.
- \*\*Develop NRCSA Vacancy Announcement.

### **Recruiting/Screening Phase:**

- \*\*Widely distribute NRCSA Vacancy Announcement.
- \*\*Advertise in free media and paid media, if desired.
- \*\*E-mail/personal contacts with potential candidates.
- \*\*Compile/analyze applicant data including NRCSA application form, recommendation letters, proof of certification/endorsement, background questions.
- \*\*Extensive reference check calls; **2 consultants.**
- \*\*Categorize candidates for Board consideration based on fit to the district/candidate profile.

### **Finalist Selection/Pre-Interview:** One meeting.

- \*\*Meet with Board to review all applicant files.
- \*\*Recommend potential finalists to Board.
- \*\*Arrange for One Source background checks for finalists at NRCSA Expense.
- \*\*Apprise Board of open meetings/open records law
- \*\*Assist Board, staff and community committees in developing interview questions and procedures.
- \*\*Provide Board rubric to evaluate finalists.
- \*\*Contact finalists to arrange interviews.

### **Interview Phase:** Consultants monitor in person.

- \*\*Schedule finalist interviews with all groups.
- \*\*Develop and copy interview packets.
- \*\*Develop interview procedures checklist
- \*\*Attend all Interview Day(s) to facilitate process
- \*\*Monitor and assist in selection process in person, if desired.

**Cost:** \$5,500 for NRCSA member districts, \$6,500 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are \$850 per district annually.

**Staff:** Two NRCSA consultants .

### **Transition Phase:** One meeting.

\*\*Meet with Board and new Superintendent to plan successful transition. The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

**Warranty:** Two years if Superintendent leaves for dissatisfaction or if Board initiates non-renewal or resignation. Follow up search done for expenses only. Must participate Transition Phase.

## NRCSA DISCOUNTED SEARCH

### **Planning Phase Services:** One meeting.

\*\*Similar to Full Search option except the meetings with faculty/staff and community committees are eliminated and profile developed with Board only. On-line survey available.

\*\*Review of Superintendent contract language eliminated.

### **Recruiting/Screening Phase:**

\*\*Same as Full Search option. A second consultant assists with reference calls.

### **Finalist Selection/Pre-Interview:** One meeting

\*\*Similar to Full Search option except One Source background checks are billed to the client.

\*\*One pre-interview meeting is held with faculty/staff and community committees to develop interview questions and procedures.

### **Interview Phase:** Consultants monitor by phone.

\*\*Unlike the Full Search option, NRCSA consultants will not attend the Interview Day(s) but will be available by phone.

\*\*Client asked to copy and distribute finalist materials and interview packets.

\*\*Consultants available by phone to assist Board in selection process.

**Cost:** \$3,000 for NRCSA member districts, \$4000 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are \$850 per district annually.

**Staff:** One NRCSA consultant plus assistance on reference checks.

### **Transition Phase:**

\*\*Not offered.

The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

### **Warranty:**

\*\*Not offered.