

NRCSA Superintendent Search Service



Nebraska Rural Community
Schools Association

“Quality Rural Schools”

Nebraska Rural Community Schools Association

440 S 13th St, Suite B
Lincoln, NE 68508

Jack Moles, Executive Director

Phone: (402) 335-7732

Fax: (402) 476-7740

e-mail: superintendentsearch@nrcca.net



http://www.nrcca.net/superintendent_search/



<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



Dan Bird
(308) 830-1876
danbird1960@gmail.com



Dr. Curtis Cogswell
(402)366-6202
ccogswell@giltnerschool.us



Dr. Mike Cuning
(308) 660-3964
mcuning@charter.net



Robert Hanger
(402) 340-3855
rhanger80@gmail.com



Jim Havelka
(402) 620-1705
jhavelka@gpcom.net



Fred Helmink
(402) 587-0440
fhelmink@gmail.com



Mark Norvell
(308) 759-1100
mnorvell34@gmail.com



Robin Stevens
(402) 615-4095
robinrstevens@gmail.com



Dr. Caroline Winchester
(308) 750-7753
winmil2020@gmail.com

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.