

Idaho School Boards Association

SUPERINTENDENT/ CHARTER ADMINISTRATOR SEARCH SERVICE

The ISBA Search Service assists boards in finding the best superintendent or charter administrator for their district or charter.



ASSOCIATION CONTACTS:

The ISBA is staffed with full-time employees and contractors who are experts in their fields of work. Each person brings a unique background, experience, and skill set. The primary contact for the Search Service is ISBA Communications & Program Specialist Katie Russell.

Contact Katie: Phone: (208) 854-1476 | **Email:** katie@idsba.org

ISBA's role is to assist the Board in making the **best decision possible** for its District or Charter.

ISBA'S EXPERIENCE:

ISBA brings more than a decade of experience conducting educational leadership searches across Idaho to districts and charters ranging in size from less than 200 students to over 38,000 students.

ABOUT ISBA:

Since 1942, the Idaho School Boards Association has supported boards across Idaho with the information, training, advocacy, and services they need to lead effectively. Representing more than 800 school board members, ISBA has built strong relationships with education leaders, state and local partners, government officials, and professional networks throughout Idaho and across the country.

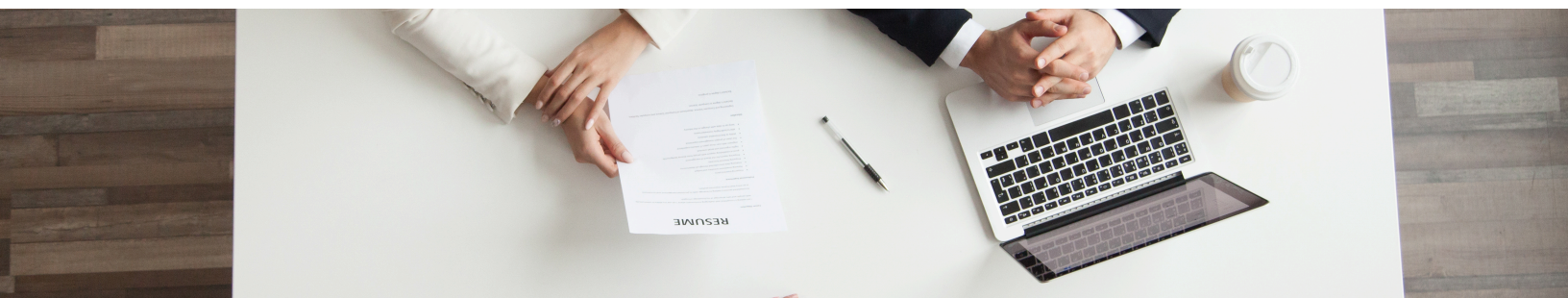
Those connections give ISBA a unique advantage when conducting searches. Our statewide relationships and national networks help us promote opportunities to a broad pool of qualified candidates, while our deep understanding of school board governance allows us to guide Boards through every step of the search process.

Because ISBA works with Boards year-round, we understand the unique needs of Idaho districts and charter schools and the important relationship between a Board and its superintendent/charter administrator. Our goal is not simply to help fill a position, but to help each Board identify a leader who is the right fit for its organization, community, and long-term goals.

ABOUT THE SERVICE:

The ISBA will be involved with the superintendent/charter administrator search to the extent the Board desires. Our services are designed to assist the Board in navigating the entire process - from advertising, recruitment, and candidate application through background checks, interviewing, community engagement, and selection.

Hiring a new superintendent/charter administrator is one of the most important decisions a board will make! Our job is to facilitate the process, advise the board, and professionally handle the numerous details involved in this important task. ISBA will ensure transparency and confidentiality throughout the process.



HOW WE CAN HELP

Below is an overview of the services the board will receive with each search option.
For a more detailed description of the services, visit page four.

Service	Partial Search	Full Search	Full Search + Teambuilding
Search timeline	✓	✓	✓
Stakeholder survey	✓/optional	✓/optional	✓/optional
Position promotional material creation	✓	✓	✓
Application management and review	✓	✓	✓
Statewide/national promotion	✓	✓	✓
Applicant review	✓	✓	✓
Reference-check support	—	✓	✓
Interview preparation	—	✓	✓
ISBA onsite support	—	✓	✓
Teambuilding workshop	—	—	✓
COST:	\$3,750	\$8,750	\$9,750

CUSTOM PACKAGES:

If your board is looking for something different than what is included in the pricing table, contact ISBA for a proposal.

REIMBURSEMENT:

The State Department of Education has authorized a portion of the fee to be reimbursed through the State-approved governance training. Contact ISBA for more details on this.

GUARANTEE:

If, at any time during the first year of the new superintendent's/charter administrator's contract, the board releases the superintendent/charter administrator, ISBA will conduct a second search at a discounted price. This guarantee is contingent upon two items. 1). The board must participate in or have scheduled an ISBA Teambuilding workshop with an ISBA consultant, which must be held within three months (90) days after the start date of the new superintendent/charter administrator. 2). The candidate hired as a superintendent/charter administrator was included in ISBA's slate of applicants presented to the board.



SEARCH SUPPORT DETAILS

Search timeline and desired qualifications:

Work with the board to create a search timeline designed to attract the largest possible pool of qualified candidates. ISBA will also work with the board to identify the qualifications, experience, and leadership characteristics desired in the next superintendent/charter administrator.

Position promotional materials:

Work with the board to create a professional search brochure highlighting the position, desired qualifications, district/charter information, community, and search timeline. The district/charter will provide ISBA with the information and materials needed to develop the brochure.

Statewide and national promotion:

ISBA will promote the position through email, social media, ISBA's website, and our professional networks, including the National Affiliation of Superintendent Searchers (NASS) and the Consortium of State School Boards Associations (COSSBA). Additional advertising may be placed on other job platforms at the district/charter's expense.

Reference-check support:

ISBA will provide recommended questions and guidance for conducting consistent reference calls. ISBA can assist the board with assigning reference calls or, at the board's request, conduct reference calls and report the findings back to the board.

ISBA onsite support:

ISBA team members will assist with interviews, candidate visits, forums, final deliberations, and the hiring process. ISBA will help keep the process organized, provide guidance on hiring and open meeting requirements, assist with forums as needed, and support the board with salary information and contract discussions.

As needed - Communications support:

ISBA can provide sample communications and press releases related to major milestones in the search, including finalist announcements and the selection of the new superintendent/charter administrator.

Stakeholder survey:

Optional service. ISBA will work with the board to develop surveys to gather stakeholder input regarding the qualities, priorities, and needs they would like to see in the next superintendent/charter administrator. ISBA will review the responses, summarize common themes, and provide recommended interview and application essay questions based on the feedback.

Application setup and management:

ISBA will provide an application vetted by legal counsel through our Revelus application system. ISBA will oversee the collection and organization of applications, maintain candidate materials, and serve as the primary point of contact for applicant questions.

Applicant vetting and board review:

ISBA will review and vet each application, including credential verification and other available background research. An ISBA representative will guide the board through the application review and selection process, provide hiring and open meeting guidance, flag potential concerns, and communicate next steps with candidates who advance.

Interview and candidate visit

preparation: ISBA will assist the board with planning and preparing for semifinalist and finalist interviews. This includes developing interview questions, coordinating schedules with candidates, planning district/charter visits, and assisting with the creation of community or stakeholder forums if the board chooses to offer them.

Teambuilding workshop:

Within 90 days of the new superintendent/charter administrator beginning their position, ISBA will facilitate a teambuilding workshop with the board and new leader, focused on roles, expectations, communication preferences, and establishing a strong working relationship from the beginning.