



# Superintendent Search Service

Idaho School  
Boards Association, Inc.  
199 N. Capitol Blvd., Suite 503  
Boise, ID 83702  
P (208) 854-1476  
P (866) 799-4722  
[www.idsba.org](http://www.idsba.org)

The ISBA Superintendent Search Service assists the Board to find the best superintendent for their district.



## About the Service:

The ISBA launched this service eight years ago and has completed 53+ full and partial superintendent searches for Idaho school districts ranging in size from 151 students to 14,500.

# ISBA's role is to assist the Board in making the best decision possible for its District

## About ISBA:

The ISBA is a non-profit, service organization providing various services to its association members. Founded in 1942, and representing more than 800 local school Board members throughout Idaho, ISBA strives to improve public education for all Idahoans through the continued development of community leaders.

The ISBA provides school Board members with the information, training, and support needed to serve their districts and charters. The ISBA works to develop highly trained and effective board/superintendent teams to help positively affect student achievement.

## About ISBA's Superintendent Search Service:

The ISBA will be involved with the superintendent search to the extent the Board determines. Our service is designed to lead the Board through the selection process assisting in the recruitment, selection, and development of an educational leader who can multiply his or her talents to mobilize the teaching and learning forces within the district or charter educational community. Hiring a new superintendent 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.

## WHAT WE DO

### 1 Establish the search timeline:

- Propose a timeline for the opening and search process that will attract the largest possible pool of candidates.

### 2 Determine key qualifications:

- Review the district's mission, vision, and strategic plan.
- Work with the Board to determine the key qualifications and expectations for the next superintendent.

### 3 Advertise the opening & recruit candidates:

- Provide a variety of marketing methods to promote the opening around the country.
- Develop an application form to retrieve the most-needed information as candidates apply.
- Develop a professionally-designed brochure that includes the details of the position, the District, and how to apply. This is mailed and emailed to potential candidates throughout surrounding states.

- Post the vacancy and brochure on several websites.
- Post the information on ISBA's website, Facebook page, LinkedIn, and other online sources.
- Share the information with education leadership departments at various universities.
- Share the information with the National School Boards Association's Superintendent Searchers group (NASS.)
- Provide information and materials to interested candidates and field all incoming calls and correspondence.
- Maintain communication with all applicants.
- Maintain electronic application files.

#### **4 Review applications:**

- Thoroughly review each application and compare it with the qualifications and expectations as determined by the Board.
- Conduct research on each applicant including credential verification, media search, etc.
- ISBA will provide feedback to the Board regarding each applicant. As experts in the field, we have reviewed hundreds of applications and can identify certain areas of concern as well as positive things to note in application packets.

#### **5 Selection of Finalists:**

- Assist the Board by providing information as they discuss the pros and cons of each candidate.
- Notify each candidate of their status with regards to the superintendent search.

#### **6 Conduct Reference Checks:**

- Once the Board selects candidates to move forward, ISBA will work with the Board on reference check protocol so the Board can conduct in-depth phone reference checks.
- Provide a list of questions and instructions so each Board member asks the same questions to each reference.

#### **7 Conduct Interviews:**

- Schedule interviews with the selected finalists.

- Assist the Board in determining interview questions based on selected criteria which may include, but not be limited to:
  - Board and stakeholder goals and expectations;
  - Strengths and weaknesses of the district;
  - Challenges facing the district; and
  - What the Board sees as most important, which could include experience, field of expertise, backgrounds in particular areas, such as finance, curriculum and instruction, community relations, staffing and evaluation, etc.
- ISBA will be on site with the Board to ensure the interview process runs smoothly.
- Provide the Board with training on the interview process and what to expect.
- Provide the Board with responses to listen for during the interview process.

#### **8 Selection of Superintendent & Contract Discussion:**

- If the Board chooses, we can be on-site as the Board discusses the qualities of each candidate and who is the best candidate for the district.
- Provide information regarding open meeting law and when to go in and out of executive session.
- Can assist the Board as they discuss contract terms with the selected candidate. We can provide salary information from similar-sized and neighboring districts.

#### **9 Other Assistance:**

- Provide the district with sample agendas including Idaho Code sections to use for discussions related the superintendent search.
- Can assist the district with a community forum.
- Can provide sample press releases for the district to use related to the superintendent search.

# 2021-2022 Superintendent Search Fees:

**Option 1: Marketing of Opening - \$3,750**  
( Please See “What We Do” Steps 1-4 )

**Option 2: Marketing + Full Search - \$8,750**  
( Please See “What We Do” Steps 1-8 )

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.

## Superintendent Search 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 Superintendent Search Service is ISBA Executive Director, Misty Swanson.

**Contact Misty:**      **Phone: (208) 854-1476**  
**Email: [misty@idsba.org](mailto:misty@idsba.org)**



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ISBA is an active member of the National Affiliation of Superintendent Searchers (NASS.)

