

Superintendent Search Process

Maryland Association of
Boards of Education



-Purposes-

- Identify the best leader for your school system at this point in its development
- Plan and execute a search process that is thoughtful, responsive, and fair

Planning the Search

- Identify the criteria to be used in the initial screening process
- Identify the desirable characteristics of the future superintendent
- Gather public input at key stages in the process (defining characteristics; meeting candidates)

Advertising and Recruiting

- Establish a timeline for the search
- Develop an application form and brochure
- Advertise the position through appropriate media
- Recruit in Maryland and nationally

Screening and Selecting Candidates

- Screen all remaining applicants in terms of criteria and characteristics
- Conduct first-round reference checks
- Identify the top candidates (6-8) for initial interview

Selecting the New Superintendent

- Conduct initial and second round interviews
- Conduct intensive background/reference checks
- Identify the finalists
- Arrange for candidates to spend a day in the district to meet staff, students, parents, and community to provide feedback to the board

Appointing the New Superintendent

- Confer with state superintendent of schools
- Contact top candidate to determine availability
- Meet in public session to appoint the new superintendent

Timeline

- November-December – Meet with Board to review process; Meet with community for input; set criteria and characteristics with the Board
- January-February – Advertise/recruit
- March-May – Screen
- May-June – Interview
- June – Appoint
- July 1 – Superintendent begins