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Working With a Search Firm

- Proposal Stage
- Hiring Process
- Planning Meeting
- Focus Groups and Individual Interviews
- Superintendent Profile
- Advertising
- Recruitment

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Working With A Search Firm

- Credentials File and Reference Checks
- First Interview
- Second Interview
- Site or No Site Visit
- Negotiate Contract
- Start Job

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Dos and Don'ts Application Process

- Explore and research the job
- Discuss with spouse or significant other
- Apply only for those you are interested in
- Get credentials updated and ready to send
- References current and relevant
- Prepare for the interview if selected

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Dos and Don'ts Interview

- Be prepared - run over sample questions
- Know what they are looking for in supt.
- Interpret the question - what are they trying to find out through the question
- Don't talk too long on one question
- Avoid fatal flaws if possible
- Be concise, thorough and direct
- Smile and show sense of humor

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Dos and Don'ts Interviews

- Greet everyone - be on your best behavior
- Don't assume a comment to someone is off the record - you are always on stage
- Dress appropriately - professional business
- Have questions for them - not trivial ones that you should know the answer to already
- Send follow up thank you to Board

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Getting to Hired

- If not interested after the interview, bow out soon and gracefully
- Be able to answer yes if offered the job
- Agree to negotiate the contract - get advice
- Let the Board direct communications
- Let current Board know as soon as you accept the other position

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Getting to Hired

- Don't use an offer as a bargaining chip with your Board - have that discussion sooner - next time you may not be asked to interview
- Sign the contract and begin your entry and exit plan
- Enjoy your last days in your old district
- Enjoy the honeymoon time in the new

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NEGOTIATIONS

- Know what involvement does your Board expect from you
- Need to work with Business Office
- Develop negotiations plan
- Are you at the table or not
- If at the table, have the facts and remain calm

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Negotiations

- Establish targets with the Board and know what they will die for
- Remember that the contract is with the Board and the bargaining unit
- Gather data for the Board on both financial and work related issues
- Can you solve something before negotiations start

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Negotiations

- Be proactive in solving issues that need to be resolved through negotiations
- Know when to get legal assistance
- Know when to seek mediation and use it to reduce tensions
- Know the law about arbitration and strikes
- Seek win-win, strike impact lasts for years

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Personal Contract

- Know the terms of your contract on renewal
- Start discussions as early as possible
- Crucial – know if they want to retain you
- Discussions with Board chair on contract possibilities
- Build a case for renewal
- Know what you cannot live with

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Personal Contract

- What majority vote can you live with
- Understand the market before asking for items that may not be politically wise or too unique
- Can you live with a 1 or 2 year contract if you can't get three
- If shorter contract ask Board what you will need to do in this contract to get another

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Personal Contract

- Don't negotiate in public
- Understand that the Board has to be perceived as minding the taxpayers dollars so think strategically
- If no contract then what are your options – look for a new position, work without a contract, resign?
- Finally, when it is done leave it alone

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Transitions

- Find new job before resigning the old one
- Remain employable – licensure current, no legal issues, do a good job at current position
- Leave before crisis forces issue into messy affair
- If leaving, negotiate terms of resignation before writing the letter

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Transitions

- Remain positive publicly and privately – end is always a new beginning
- Realize that firing the coach may be the Board's only option in a tight situation
- Know that non-renewed superintendents do get other positions
- Keep your networks current and attractive

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Transitions

- Realize the words said today can impact your marketability some day down the road
- Life is full of challenges, risks and opportunities – leaving for a new district may be much better than suffering in your old one – it is your choice!