



PSBA Search Service Options

Introduction

PSBA can assist the Board in developing a professional, comprehensive and ethical executive search leading to the successful appointment of your next superintendent. While the following summarizes options available to the board, **PSBA's** Search Services welcomes the opportunity to customize a search program that meets your needs.

A change in leadership can be a challenging time for any board and your association is here to help. The member services team welcomes the opportunity to meet with the board to discuss search strategies. During this session, PSBA discusses market trends and best practices as well as addressing concerns the board may have as they prepare to search for their next superintendent of schools. In addition to this complimentary discussion, the association also offers a fee-based service option as summarized below.

Superintendent Search

Phase I: Planning the Search

PSBA's Member Services Manager begins your search by facilitating a board discussion of the process to arrive at a consensus of the issues, concerns and needs of the district. This foundational discussion informs key search strategies and is reflected in the advertisement and position announcement to attract candidates that possess the necessary leadership skills as determined by the board. **PSBA** will also provide an online survey to be posted on the district's website in order to capture additional stakeholder input. This information will be utilized to develop the *Leadership Profile*, which will be used throughout the remainder of the search to assess each candidate's experience, skills and qualifications against the standards set by the board.

Phase II: Advertising

PSBA will communicate the leadership opportunity to a wide audience as fast and as efficiently as possible by utilizing Career Gateway (PSBA's on line application software) and multi-tiered advertising strategies to reach local, state-wide, regional and national candidates. **PSBA** will also handle all of the applicant administration to include building candidate credential files. We actively work with candidates to ensure they are within full compliance with PA law. Throughout the application process, the board will receive regular updates and, at the end of the open application period, will have completed applications made available to each board member.

Phase III: Screening and Selection for Interviews

PSBA's Member Services Manager will schedule a meeting with the board to review all completed application packets. The Member Services Manager will review each candidate's application file with the board, highlighting candidates whose qualifications and professional attributes most strongly align with board identified criteria. The presentation of each candidate includes a summary of preliminary background information researched from public sources.

Phase IV: Interviews and References

At the conclusion of board selection, **PSBA** will assist in planning the interview format, developing well-constructed interview questions and discussing candidate assessment strategies. **PSBA's** Member Services Manager will also conduct training related to interviewing and reference checking in order to provide guidance to the board as they complete the interview and background checking phases of the search.



Phase V: Appointment

PSBA will be available to advise the board on how to proceed with its offer to the selected candidate. The board will conduct the negotiations and should have all proposals, counter-proposals and the final terms of employment reviewed by its own solicitor.

The boards' investment in this project would be \$5,000.

The board may select to have PSBA complete the reference checks on finalists at an additional fee of \$1,000 per finalist. This service include the completion of calls and a verbal, summary report that is provided remotely to the board.

Conclusion

This option provides an appropriate balance of facilitation and guidance to meet your needs as determined by the board. PSBA welcomes a discussion on further customization of the service presented to meet the needs of **The Erie County Technical School**.

Should you have any immediate questions, please contact Anthony Piscioneri at anthony.piscioneri@psba.org or 412.475.0075.