



# Superintendent Search Process

**January 13, 2023**



# NCSBA Superintendent Search Service

- NCSBA Superintendent Search Team
- 82 of 115 NC School Districts
- 193 Total Searches Completed or In Progress
- Members of National Affiliation of Superintendent Searchers (NASS)

# Getting Started

- Decide whether or not to conduct search
- Appoint interim superintendent, if needed
- Approve initial search documents, including timeline

**Step**  
**1**

# Advertise Vacancy and Recruit (6-8 weeks)

- Draft vacancy announcement with board input
- Set up online application with board input
- Advertise nationwide
- Recruit potential applicants
  - Direct recruitment (as requested)

Step  
2

# Stakeholder Input (4-6 weeks)

- Engage stakeholders to gather input
  - Community and staff online surveys
  - Organizational statements
  - Public comments at board meetings
- Present online survey results at regularly scheduled board meeting
- Facilitate discussion and development of board's Leadership Profile

**Step  
3**

# Process Applications (1-2 weeks)

- Collect, organize, and prepare all application materials
- Confirm receipt with applicants
- Compile applicant “Experience Chart”
- Create customized rating chart based on board’s Leadership Profile
- Post materials to secure website for board review and consideration
- Preserve confidentiality of names and materials

**Step**  
**4**

# Board Review of Application Materials (2 weeks)

- Provide all applications and supplementary documents for board members to review independently
- Facilitate board meeting to select semi-finalists
  - *Note: NCSBA does not screen or otherwise recommend applicants*
- Conduct internet and social media searches and compile recent school district achievement data of semi-finalists selected for interviews

Step  
5

# Initial Interviews (2-3 weeks)

- Communicate with candidates selected for interviews
- Schedule and coordinate interview logistics
- Provide sample interview questions, including potential presentation questions
- Compile selected interview questions and assemble interview notebooks

Step  
6



# Initial Interviews (continued)

- Ensure compliance with Open Meetings Law, including proper meeting notice
- Attend open session during interviews
  - *Note: NCSBA does not sit in on closed session interviews*
- Record minutes
- Facilitate discussion to select finalists

Step  
6

# Due Diligence (3 weeks)

- Contact professional references
- Arrange for legally compliant criminal and credit background checks
- Obtain other relevant information from finalists (e.g., salary, contract, evaluations, etc.)
- Update internet and social media searches

**Step  
7**

# Final Interviews (1 week)

- Communicate with finalists
- Schedule and coordinate interview logistics
- Provide sample interview questions
- Compile selected interview questions and assemble interview notebooks

Step  
8

# Final Interviews (continued)

- Ensure compliance with federal and state law, including Open Meetings Law
- Attend open session during interviews
  - *Note: NCSBA does not sit in on closed session interviews*
- Record minutes
- Facilitate discussion of references and other due diligence information

Step  
8

# Selection and Contract Negotiations (1 week)

- Facilitate discussion of finalists and selection of new superintendent
- Send regrets to applicants, semi-finalists, and finalists not selected
- Provide sample superintendent contracts
- Assist board and board attorney during contract negotiations, as appropriate

**Step**  
**9**

# Announcement and Election

- Draft press release template
- Assist with planning announcement and election of new superintendent, as appropriate
- Compile minutes from all attended meetings

Step  
**10**

# Why NCSBA?

**Experience**  
**Expertise**  
**Excellence**

# Experience

## Current Searches in Progress

Martin County Schools  
Camden County Schools

## Recently Completed Searches

Cabarrus County Schools  
Chapel Hill-Carrboro City Schools  
Chatham County Schools  
Elizabeth City-Pasquotank Public Schools  
Martin County Schools  
Moore County Schools  
New Hanover County Schools  
Rockingham County Schools  
Sampson County Schools  
Scotland County Schools  
Washington County Schools  
Wayne County Public Schools  
Weldon City Schools  
 Mooresville Graded School District  
Tyrrell County Schools  
Hertford County Public Schools  
Richmond County Schools



# Expertise

NCSBA superintendent search consultants are licensed NC attorneys who are experts on the legal requirements applicable to superintendent searches in our state. Though NCSBA attorneys cannot and will not provide legal advice in place of your board attorney, we can avoid violating the law on your behalf.

- Chapter 115C of the NC General Statutes
- Confidential Personnel Laws
- Open Meetings
- Public Records
- Employment Discrimination
- Federal Background Checking Laws
- Superintendent Contracts

# Excellence

As your state school boards association, we are ultimately here to serve you.

We are passionate about fulfilling that mission. We will work diligently to provide the board with a professional, thorough, and effective process throughout the search.

**We also will be here to support you, your board, and your new superintendent long after the search is completed.**

# Questions?



# NCSBA Contact Information

Sam Thorp

Assistant Legal Counsel for  
Superintendent Searches

[sthorp@ncsba.org](mailto:sthorp@ncsba.org)

919-987-0957