## South Carolina School Boards Association

# Superintendent Search Services

SCSBA superintendent search services handle the details so board members can focus on choosing the best person for the job.



# For more than 14 years,

the South Carolina School Boards Association (SCSBA) has conducted national superintendent searches for South Carolina school districts. SCSBA knows SC regulations and statutes better than any out-of-state firm. We have a vested interest in finding the perfect fit for your district because we will continue to work with your board and your superintendent on a regular basis.

Recruiting, vetting, and selecting a superintendent is truly the most important task of a school board. This decision, above all others, will impact a district for years. That is why publicly-elected citizens who serve on a volunteer school board need to rely on professionals to manage the process details. The South Carolina School Boards Association was a critical and important partner in our Superintendent search, they handled all of the administrative details — from collecting résumés to travel arrangements for final interviews. Having SCSBA handle these tasks not only insured that the board adhered to legal and ethical hiring practices, it gave us time to focus on our goals for the district and the qualifications we felt our next Superintendent needed to have."

— Cindy Bohn Coats, Charleston County School District Board of Trustees

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Pursuing your first superintendency can be very overwhelming. The SCSBA's search process was very user-friendly and "applicant/candidate accommodating." The SCSBA staff worked to ensure open lines of communication, and they were readily available to respond to all of my inquiries regarding the process via email, face-to-face, and by phone in a timely fashion. As a finalist, the SCBSA staff constantly and consistently kept me abreast of all procedures, processes, and timelines, which eased all anxieties."

— Dr. Marcella Heyward, Williston School District 29 Superintendent

# Superintendent Search Services

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As a member of the National Affiliation of Superintendent Searchers (NASS), we are a part of the most experienced network of executive search professionals in the country. Supported by the National School Boards Association, this national network for state school boards associations is the best resource for finding and recruiting qualified school superintendents.

SCSBA search professionals are uniquely qualified to provide a highly specialized, well-organized search that will attract quality candidates and adhere to the highest standards of ethics and effective school governance.

We customize every search to meet the needs of school boards and communities. We have successfully conducted searches for small, medium and large districts in our state, from districts with under 900 students, to districts with more than 45,000 students.

Our staff and consultants work alongside local boards to facilitate the process, advise, and handle the many details of this critical task swiftly and professionally. Our consultants include retired SC superintendents and administrators.

### SCSBA mission

The mission of the South Carolina School Boards Association is to be the leading voice advocating for quality public education while ensuring excellence in school board performance through training and service.

SCSBA, a non-profit organization, serves as a source of information and as a statewide voice for boards governing all of South Carolina's public school districts.

# Our superintendent search services include:

#### Establishing a timeline

- Attracting the best pool of candidates
  - Personalized recruitment
  - Advertising, recruitment and application procedures
  - Deadline for applications (4-6 weeks to collect applications)

#### Determining selection criteria

- Facilitate meetings with your board and staff to determine desired qualifications
- Conduct focus groups and/or an online survey for public input
- Provide the board with a compilation of all desired qualities and qualifications

#### Screening applicants

- Working with veteran educators and consultants, SCSBA staff screens applications and provides a list of qualified candidates for the board to consider interviewing
- Conduct preliminary reference checks
- Facilitate initial screening by the school board to select semi-finalists

#### Arranging semi-finalist interviews

- Handle logistical arrangements for semifinalist interviews
- Advise board members on developing interview questions

#### Handling finalist visits and interviews

- Handle logistical arrangements for finalist interviews and community tours
- Arrange board visits to communities of finalists (optional)

#### ► Assisting with the final selection

- Assist with contract development
- Help prepare media announcements
- Advise on transition plan

#### Following up with newly hired superintendent and board

- SCSBA staff visits newly hired superintendent
- Follow-up training with new superintendent/board team on roles and responsibilities, board retreats, meeting management and, when needed, legal training

SCSBA is an active member of the

National Affiliation of Superintendent Searchers (NASS)

SCSBA was a tremendous help in facilitating the screening process of the application review for our district's superintendent search. This allowed me to bring quality candidates to the board for consideration. I highly recommend using their services."

> Shannon Gault, Spartanburg School District Three Board of Trustees

### **Professional Qualifications**



#### Scott T. Price

Scott Price is the executive director of the South Carolina School Boards Association (SCSBA). Prior to joining the association in October 1996, Scott was an associate with the Columbia law firm of Tompkins and McMaster. Before being named executive director in 2015, Scott was

general counsel and chief lobbyist at SCSBA for 19 years.

A member of the SC Bar Association, Scott received a law degree from the University of South Carolina School of Law in 1994, and a Bachelor of Arts degree from USC's College of Journalism in 1986. He is a former newspaper reporter who worked at daily and weekly newspapers in South Carolina and North Carolina. Scott became the lead consultant for superintendent searches for SCSBA in 2015.



#### Judy J. LeGrand

Judy LeGrand is the executive assistant to the executive director and board of directors for the South Carolina School Boards Association (SCSBA). Judy has worked at SCSBA since 2007. She has worked on superintendent searches for SCSBA since 2009 and became the

superintendent search coordinator in 2015.

Prior to joining the association, Judy served as the office manager for a church in Sumter, SC. She has an associate degree in office administration.

### Superintendent Search fees

- SCSBA charges a competitive base fee for every traditional search it conducts. In addition, administrative costs to cover travel and other expenses may be negotiated with a school board client before a contract is signed.
- If a school board conducts its own search, an SCSBA consultant can meet with the board to discuss the process. Consultant travel expenses are the only charges.
- SCSBA is also available to help boards find interim superintendents. If it's too late in the year to conduct a full search, SCSBA will work with a board to identify potential interim candidates.

This was my first superintendent interview, but I found the process to be well-organized, comprehensive and supportive of the candidates. It was clear that there was a strong initial vetting process before the actual interview stage. Additionally, communication with the candidate before, during, and up to the final negotiations was professional, courteous and sufficient to meet my needs."

> Dr. Sheila Quinn, Clover School District Superintendent