### 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.



## Since 2001,

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.



We had multiple firms from which to choose for our superintendent search. After meeting with SCSBA, we felt most comfortable moving forward with their search team. They provided the structure and guidelines for us to follow, and the board was afforded the autonomy to select the best fit for the district.

Our desire was to make this process as transparent for our community partners as it could be and SCSBA helped us to do so, while also observing all the laws and policies associated with hiring a superintendent.

SCSBA listened to our needs and desires and presented highly qualified candidates, making our decision difficult but certainly promising.

——— Brad Small, Chairperson of the Lancaster County School District Board of Trustees

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 fewer than 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.

# 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

#### 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

### 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.



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.

The mission of the South Carolina School Boards Association is to be the leading advocate for quality public education and equip school boards through training and services.

### 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, when he was named executive director.



#### Judy J. LeGrand

Judy LeGrand is the superintendent search coordinator for the South Carolina School Boards Association (SCSBA) and has been since 2015. She has been employed with SCSBA since 2007 and began working on superintendent searches for SCSBA in 2009. Judy previously served as the

office manager for a church in Sumter, S.C. She holds an associate's degree in office administration.

#### Experts

SCSBA works with a team of former superintendents who serve as consultants on each search. An integral part of the search team, these former superintendents are uniquely qualified to advise school boards on how to ascertain the best fit for their school district.

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