



Serving Educational Leaders,
Inspiring Student Success

Superintendent Search Service

Process Overview Guide

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Introduction

Selecting a new superintendent is the single most important decision the board will make. Recent studies show that district leadership makes a significant difference in student achievement.



When boards are seeking a superintendent who will fit their district and whose professional skills are outstanding, it is prudent to secure outside assistance. In successful school districts, the board and superintendent work as a team. There is a common goal to improve student achievement, with both sides working to keep the relationship positive and effective.

The Kansas Association of School Boards (KASB) is the first place many boards turn for help when selecting a new superintendent. KASB has offered a successful superintendent search service for almost forty years. Since KASB is the only organization whose primary goal is to serve Kansas boards of education, it is no surprise boards select KASB to help in finding the right superintendent.

KASB has skilled, experienced and helpful staff dedicated to the principle of serving local boards. Our search consultants are some of the finest in the nation. KASB staff members, Dr. John Heim, Dr. Brian Jordan, Dr. Doug Moeckel, Mr. Randy Weseman work out of the Topeka office while Mr. Gary Sechrist and Mr. Craig Wilford are KASB field consultants. In total, our search team brings many years of leadership experience to the superintendent search process.

KASB staff is well acquainted with school leaders in Kansas and the Midwest. We are in a position to make recommendations as to the professional work, skill level and instructional leadership experience of most individuals in the region interested in applying for a Kansas superintendent position. Because every state has a school board association, and we belong to the National Affiliation of Superintendent Searchers, we also have the capacity to conduct a full national search.

When a district decides to use KASB to lead the search process, it not only gets the skill and experience of the search team, it can also draw upon our other in-house resources.

Reasons to Use KASB



1. Selecting a new superintendent is the single most important decision the board will make. Recent studies show that district leadership makes a significant difference in student achievement. The board should seek professional assistance with this important task.
2. KASB has been doing superintendent searches for almost 40 years. Our process has provided numerous districts with quality leadership and success.
3. KASB staff are experienced administrators who know the work of Kansas superintendents and how to conduct leadership searches. Although an individual will have the responsibility to lead the search team, the entire search staff will be available to provide advice and assistance.
4. When a district decides to use KASB to lead the search process, they not only get the skill and experience of the search team, but they also can draw upon other KASB resources such as legal advice, research data, etc.
5. KASB works for you and is committed to working with the board before, during and after the search. Our entire team is available to ensure the process goes smoothly, the right person is selected and appropriate support and follow-up occurs for both the board and superintendent.
6. KASB is a service organization solely dedicated to helping Kansas school boards. As a member, you are assured of our commitment to conduct a search that produces positive results.
7. The board is in charge of the process. Board member thoughts, ideas and input are critical to a successful search.
8. KASB has substantial knowledge of Kansas districts, communities and administrators. In many cases KASB staff can provide first-hand knowledge of the candidates' leadership styles, board-superintendent relations and their skills in improving instruction and student achievement.
9. KASB conducts thorough background checks on all viable candidates. The background review goes well beyond the standard list of references provided by the candidate.
10. KASB has the capacity to contact every school board association in the United States to make inquiries into the background of school leaders across that country. The KASB Web site allows the vacancy notice and district information to be directly linked. KASB often receives requests from regional and national firms to list vacancies.
11. KASB takes steps to guard against "the good old boy/girl network." Although we market positions extensively, we want to ensure we attract candidates who want to come to your district. KASB will not call candidates to apply that do not fit the agreed upon criteria or just to make the application list look good.

12. Our role is not just to help select a new superintendent, but to ensure a successful relationship continues between the board and superintendent. We consider our process to be a partnership that is on-going and supportive of those we serve.
13. KASB is a member of the National Affiliation of Superintendent Searchers and other state search agencies.

Thank you for considering joining with KASB to form a “partnership for success.”

What Others Say

“Sterling not only had an aggressive timeline for our search, but the involvement and input from our administration, faculty, staff, students, and community were essential as we moved through the process. Gary Sechrist provided excellent leadership, which allowed us to select a candidate that we can honestly say met the criteria that our entire learning community was looking for. Our experience with KASB could not have been better.”

*Ken Brown
President of the BOE
Sterling USD 376*

“KASB was a huge help in our superintendent search. They were always available for questions. Our board greatly appreciated his help and guidance.”

*Board President
Attica USD 511*



“I have been through the superintendent search process twice in the past four years. One with and one without KASB. Using KASB for the search made the process quicker and more efficient. I would highly recommend using them for your search.”

*Mark Pollock
Board President
South Barber USD 255*

“Having never been through the process, I was very unsure going in, and incredibly stressed. I felt we received very good direction.”

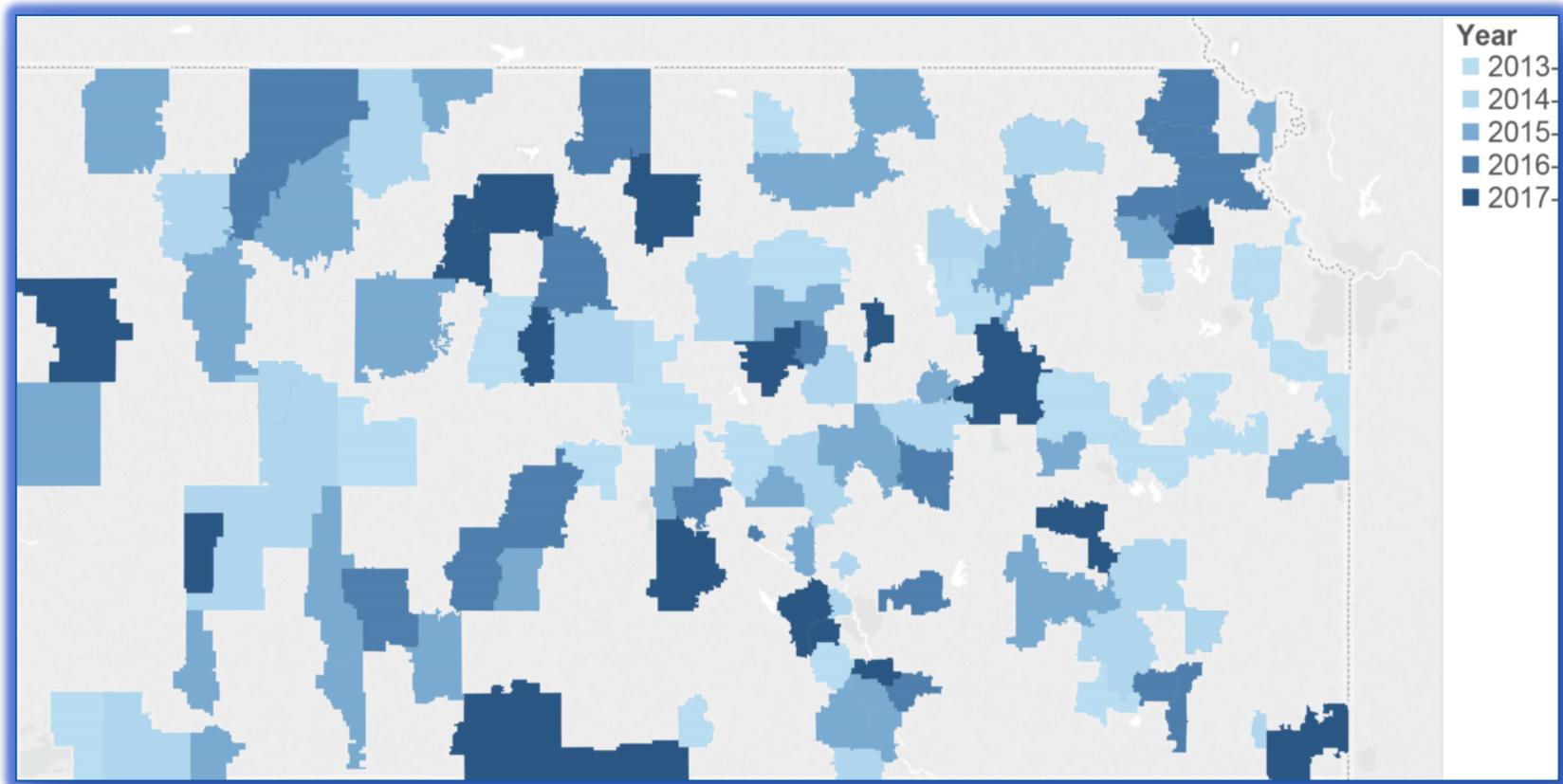
Sedgwick USD 439

“Dr. Jordan was extremely professional and very helpful. He always returned phone calls and helped guide us through the process.”

*Jean Becker
Clerk of the Board
Horton USD 430*

KASB Superintendent Searches

2013-2014 through 2017-2018



KASB Searches (10 years)

2008 - 2009

101 Erie
 224 Clifton-Clyde
 226 Meade
 251 North Lyon County
 263 Mulvane
 271 Stockton
 293 Quinter
 309 Nickerson
 369 Burrton
 379 Clay Center
 380 Vermillion
 381 Spearville
 410 Durham-Hillsboro-Lehigh
 416 Louisburg
 420 Osage City
 423 Moundridge
 614 East Central KS Coop in Education

2009 - 2010

106 Western Plains
 107 Rock Hills
 215 Lakin
 267 Renwick
 308 Hutchinson
 326 Logan
 331 Kingman
 357 Belle Plaine
 417 Council Grove
 440 Halstead
 442 Seneca
 480 Liberal

2010 - 2011

109 Republic County
 208 Wakeeney
 212 Northern Valley (Almena)
 214 Ulysses
 224 Clifton-Clyde
 253 Emporia
 257 Iola
 286 Sedan
 289 Wellsville
 308 Hutchinson
 313 Buhler
 314 Brewster
 320 Wamego
 335 Jackson Heights
 342 McLouth
 352 Goodland
 358 Oxford
 363 Holcomb

365 Garnett
 388 Ellis
 464 Tonganoxie (Interim)
 481 Rural Vista
 482 Dighton
 501 Topeka
 605 SCKSEC
 628 SCKESC

2011 - 2012

105 Rawlins County
 113 Prairie Hills
 234 Fort Scott
 270 Plainville
 350 St. John
 361 Anthony-Harper
 372 Silver Lake
 373 Newton
 398 Peabody
 415 Hiawatha
 459 Bucklin
 504 Oswego
 505 Chetopa-St. Paul
 506 Labette County

2012 - 2013

101 Erie
 103 Cheylin (Bird City)
 109 Republic County
 204 Bonner Springs
 215 Lakin
 240 Twin Valley
 243 Lebo-Waverly
 273 Beloit
 290 Ottawa
 312 Haven
 316 Golden Plains
 385 Andover
 397 Douglass
 407 Lyons
 417 Council Grove
 429 Troy
 480 Liberal
 503 Parsons
 506 Labette County
 514 ECKEC
 615 Brown County

2013 - 2014

112 Central Plains
 217 Rolla
 239 Minneapolis
 243 Lebo-Waverly
 251 North Lyon County
 264 Clearwater
 283 Elk Valley
 287 West Franklin (Pomona)
 288 Central Heights (Richmond)
 303 Ness City
 342 McLouth
 416 Louisburg
 428 Great Bend
 444 Little River
 453 Leavenworth
 464 Tonganoxie
 475 Geary County
 489 Hays
 491 Eudora
 511 Attica

2014 - 2015

210 Hugoton
 211 Norton
 264 Clearwater
 266 Maize
 288 Central Heights
 298 Lincoln
 306 Southeast of Saline
 315 Colby
 366 Woodson
 380 Vermillion
 397 Centre
 407 Russell
 413 Chanute
 418 McPherson
 421 Lyndon
 423 Moundridge
 439 Sedgwick
 457 Garden City
 468 Healy
 482 Dighton
 484 Fredonia
 504 Oswego
 509 South Haven
 511 Attica
 608 Keystone

2015 – 2016

102 Cimarron-Ensign
 103 Cheylin
 108 Washington County
 200 Greeley County
 208 WaKeeney
 212 Northern Valley
 224 Clifton-Clyde
 240 Twin Valley
 253 Emporia
 274 Oakley
 320 Wamego
 323 Rock Creek
 333 Concordia
 337 Royal Valley
 345 Seaman
 353 Wellington
 357 Belle Plaine
 358 Oxford
 369 Burrton
 378 Riley County
 383 Manhattan-Ogden
 389 Eureka
 401 Chase-Raymond
 410 Durham-Hillsboro-Lehigh
 412 Hoxie
 419 Canton-Galva
 429 Troy

444 Little River
 448 Inman
 459 Bucklin
 489 Hays
 502 Lewis
 616 ECKC
 603 ANW

2016 – 2017

237 Smith Center
 293 Quinter
 294 Oberlin
 316 Golden Plains
 336 Holton
 347 Kinsley-Offerle
 375 Circle
 376 Sterling
 377 Atchison County
 Community Schools
 408 Marion-Florence
 415 Hiawatha
 430 South Brown County
 443 Dodge City
 447 Cherryvale
 461 Neodesha
 463 Udall
 487 Herington
 495 Fort Larned
 507 Satanta

509 South Haven
 511 Attica
 619 Sumner County

2017 – 2018

241 Wallace County
 255 South Barber
 263 Mulvane
 267 Renwich
 269 Palco
 271 Stockton
 272 Waconda
 300 Comanche County
 306 Southeast of Saline
 307 Ell-Saline
 310 Fairfield
 316 Golden Plains
 338 Valley Falls
 363 Holcomb
 380 Vermillion
 386 Madison-Virgil
 417 Morris County
 432 Victoria
 452 Stanton County
 464 Tonganoxie
 465 Winfield
 468 Healy
 495 Larned

KASB has conducted over 300 searches (34 being completed in 2015-2016) since 2003, averaging almost 20 searches per year and 11 applicants per search. Notice that in addition to superintendent searches, both Service Centers and Special Education Coops have utilized our search process in the hiring of directors. Also, districts have entrusted the Leadership Services to conduct searches for principals, human resource personnel and business managers.

Our Search Team



Dr. Brian Jordan is the Assistant Executive Director of Leadership Services at KASB. At KASB, Dr. Jordan coordinates leadership development programming for principals and superintendents. He also has responsibility for training in the areas of evaluation, managing change, and board development.

Dr. Jordan has served as a district- and building-level leader and a teacher across a wide range of districts from small rural to large diverse districts. His time as a district-level leader was spent in curriculum and instruction and human resources. Most recently he served as a principal, director, and assistant superintendent in Emporia UDS 253.

Dr. Jordan received his Bachelor's Degree from Kansas State University. His Master's Degree was obtained at Emporia State University. Dr. Jordan completed his Doctorate Degree at Kansas State University.



Dr. Doug Moeckel is the Deputy Executive Director at KASB. His primary duties include whole board training, superintendent searches and strategic planning. Dr. Moeckel's experiences include 39 years in education including administration, teaching and coaching. His administrative experience includes time as superintendent of schools in Ellsworth as well as building level leadership at the secondary and elementary level.

Dr. Moeckel received his Bachelor's Degree from Kansas State University, Master's from Fort Hays State University and Doctorate from Kansas State University. He has served in various leadership roles including Council of Superintendents, chair of the Smoky Hill Superintendent Advisory Council and is currently a member of the Board of Directors of the Kansas Association of Supervision and Curriculum Development.



Mr. Gary L. Sechrist is the KASB Leadership Services Field Specialist. Mr. Sechrist has been in educational leadership since 1992. Mr. Sechrist served as both as building level and district level administrator throughout his career. He was named Superintendent of Promise in 2010 and was honored as the MetLife Principal of the Year in 2006. Mr. Sechrist has served on numerous educational committees and has presented around the nation on topics focused on leadership and education.

Mr. Sechrist's most recent experience was at Lyons USD 405, where he served first as building principal and then superintendent.

Mr. Sechrist received both his Bachelor's and Master's degrees from Fort Hays State University.



Mr. Randy Weseman is the association's Assistant Executive Director of Operations. A former superintendent in Lawrence USD 497 and Tonganoxie USD 464, Randy brings a wealth of experience and expertise to the position following a long career in public education.

Born and raised in Dighton, Kansas, Mr. Weseman graduated from high school in 1968 and joined the Air Force, where he served for four years. He then enrolled at the University of Kansas. He started his career in education with Lawrence USD 497, spending 35 years as a principal, teacher, and administrator, spending the last 10

years as the superintendent.

After retiring from Lawrence, he started working as a private consultant. He returned to work in the schools serving as the superintendent in Tonganoxie USD 464 for three years.



Mr. Craig Wilford has served in educational leadership since 1986. He has served in the role of activities director, building level and district level administration. He has had the privilege of serving on the Commissioner of Educations Advisory Council, on the Board of Directors of KSSA and as the President of the United School Administrators. Mr. Wilford also taught a master's course at Baker University, Organizational Health and Performance.

Mr. Wilford has had extensive training through the Cambridge model on strategic planning and leadership training through Wichita State University W. Frank Barton School of Business and the Kansas

Leadership Center.

He served as Superintendent of Derby Public Schools for 11 years and with the Derby School District for 26 years. He received his Bachelors of Arts from the University of Iowa and Master's degree from Fort Hays State University.

The Search Process



1. KASB will visit with the board to outline components of the search process. They will then initiate search procedures upon agreement between the board and KASB. We will provide a “turn key” search and involve the board along the way. Flexibility is one of the major strengths of our service.
2. KASB will recommend a suitable time table for the selection process. Although it is flexible, it is recommended to allow at least six to eight weeks between the announcement of the vacancy until the close of the application.
3. KASB will publicize the opening as follows:
 - Post the vacancy on the website and establish an on-line application process along with listing the opening on Kansas Teaching Jobs, USA|Kansas and NASS (National Association of Superintendent Searches).
 - Share the vacancy on our Twitter and Facebook accounts as well as providing a periodic mention in our News Briefs email.
 - Email one week prior to the close date a notice that includes district-specific information along with link to apply for the opening. This email will be sent and received by over 2,400 addresses.
4. KASB will provide assistance and suggestions to help the district develop a district informational marketing resource, which will be posted on the website and sent to all Kansas districts as well as selected colleges and universities. As mentioned above, extended marketing venues (mass emails) will be sent to all potential candidates which includes the district information, closing and screening.
5. KASB will meet with the board to conduct a characteristics forum identifying traits the board desires in a new superintendent as well as create a district wide survey tool to gather online information if the board desires.
6. KASB will conduct characteristics focus group sessions with the community, students, teachers, administration or any group(s) the board considers appropriate to obtain input on what others view as desirable traits of the new leader.
7. Throughout the search process, KASB will provide the board with relative data designed to help the board make an informed decision. This data includes a salary comparison of the local district with school districts of comparable size.

8. KASB will establish a screening team to assist in the selection process. The team generally consists of a KASB representative, a Kansas superintendent and a third individual selected by the search team.
9. Prior to the screening, KASB will meet with the board to review the suggested interview process, format, techniques and candidate visits.
10. Throughout the process, KASB will receive all applications, conduct background checks and field questions from those interested in the position. The completed applications will be brought to the district on screening day and should be maintained in the district for one year.
11. The final screening conducted by KASB will take place as soon as possible following the closing date for the position. The screening team will assemble and vet the candidates to determine which candidates are the best fit to the desired characteristics defined by the board. The KASB search lead will then meet with the board to recommend three to five finalists.
12. As the board moves toward selecting from the finalists, KASB will provide the board with a sample contract as a guide for discussion with the final candidate.
13. KASB will provide the board and new superintendent with on-going support by conducting an expectation and goal setting session with the board and new superintendent.
14. KASB will be available for follow-up consultation with the board, superintendent or both.

Example Timeline



Date

Agenda

_____ Board announces its intention to seek a new superintendent.

_____ The opening is immediately posted on the following websites: TalentEd, Kansas Teaching Job, USA Kansas, along with the KASB site. A district informational marketing resource announcing the USD opening and giving details of the application process may be printed, mailed and attached to KASB website. In addition, a small packet is mailed to the educational placement offices of the colleges and universities within the region. We will also share the vacancy on our social media accounts along with a mass email sent approximately one week prior to closing.

_____ KASB meets with “superintendent characteristics committee(s)” to identify suggested characteristics of the new superintendent.

_____ Completed applications are due to KASB.

_____ All completed applications will be screened by a three-person team chaired by KASB.

_____ The board of education will meet at 5:30 p.m. to hear the report of the screening committee. KASB’s practice is to present three to five names and one alternate to the board. (If the board wishes to meet at 5 p.m., or at a time later than 5:30 p.m., this can be accommodated.) After due deliberation of the board regarding the finalists, the board president should call the candidates to schedule an interview. (A suggested interview schedule will be provided.)

_____ The board of education will schedule interviews. KASB strongly recommends that not more than one candidate be interviewed on a single day. Interviews should be scheduled as soon after the screening as possible.

After the interview, the board should reach consensus on its first and second choice. The first choice should be called first and a time for a district visit should be arranged. If the results of the visit are positive, the individual should be offered a contract immediately.

Notes

Pricing

Enrollment Category	Up to 999	1,000 - 1,999	2,000 - 3,999	4,000 - 9,999	10,000 and up
Comprehensive Services	\$3,750	\$4,250	\$5,250	\$6,250	Negotiable



For more information contact:

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