



CLINTON TOWNSHIP SCHOOL DISTRICT

PERSONNEL SEARCH – SUPERINTENDENT OF SCHOOLS



SUPERINTENDENT SEARCH PROCESS

Summary of Interviewing Process

Advertise

Collect characteristics data.
(focus groups & survey)

Create interviewing committees.

BOE Committee reviews all resumes.

Identify candidates.

Sign confidentiality agreement.

Committee develops questions with BOE & survey input.

BOE committee conducts 1st round interviews.

BOE and staff committee interview finalists.

Finalists' give Presentation.

BOE ranks candidates selects one.

Conduct site visit.



SUPERINTENDENT SEARCH PROCESS

Step 1: Job Advertisement

Review Job
Description



Write
Advertisement

Step 2: Advertise - Identify Candidates

Star Ledger



AppliTrak



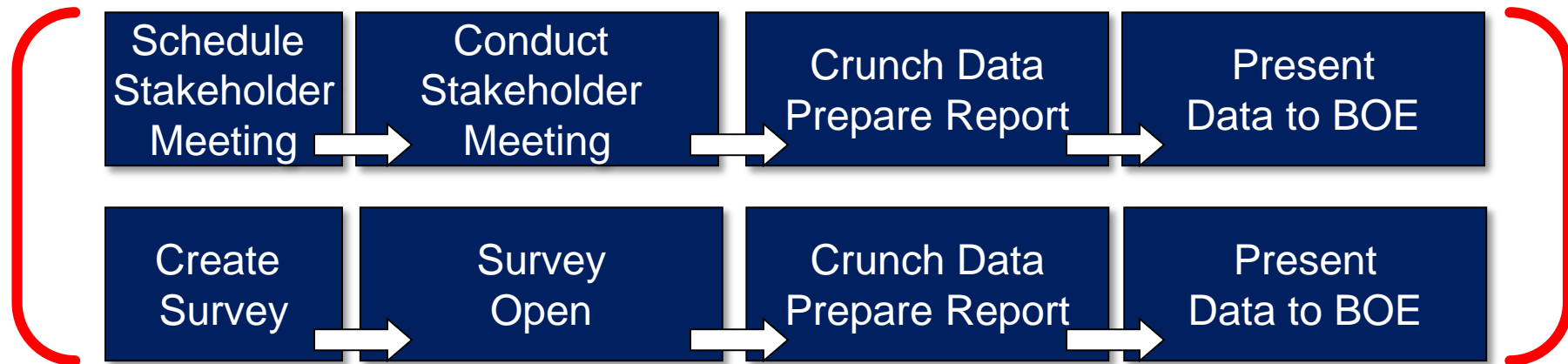
University/Colleges



District Website

SUPERINTENDENT SEARCH PROCESS

Step 3: Collect Data on Qualities & Characteristics of a Superintendent



SUPERINTENDENT SEARCH PROCESS

Step 4: Participant Development

Identify
staff
committee
members.

- **Board of Education Committee (4)**
- **Staff**
 - CTEA President
 - Each building one tenured member (3)
 - Principal
 - Assistant Principal
 - Director
 - Director of Special Services
 - Unified arts teachers (1)
 - Special educator (1)
 - Member child study team (1)
 - TA

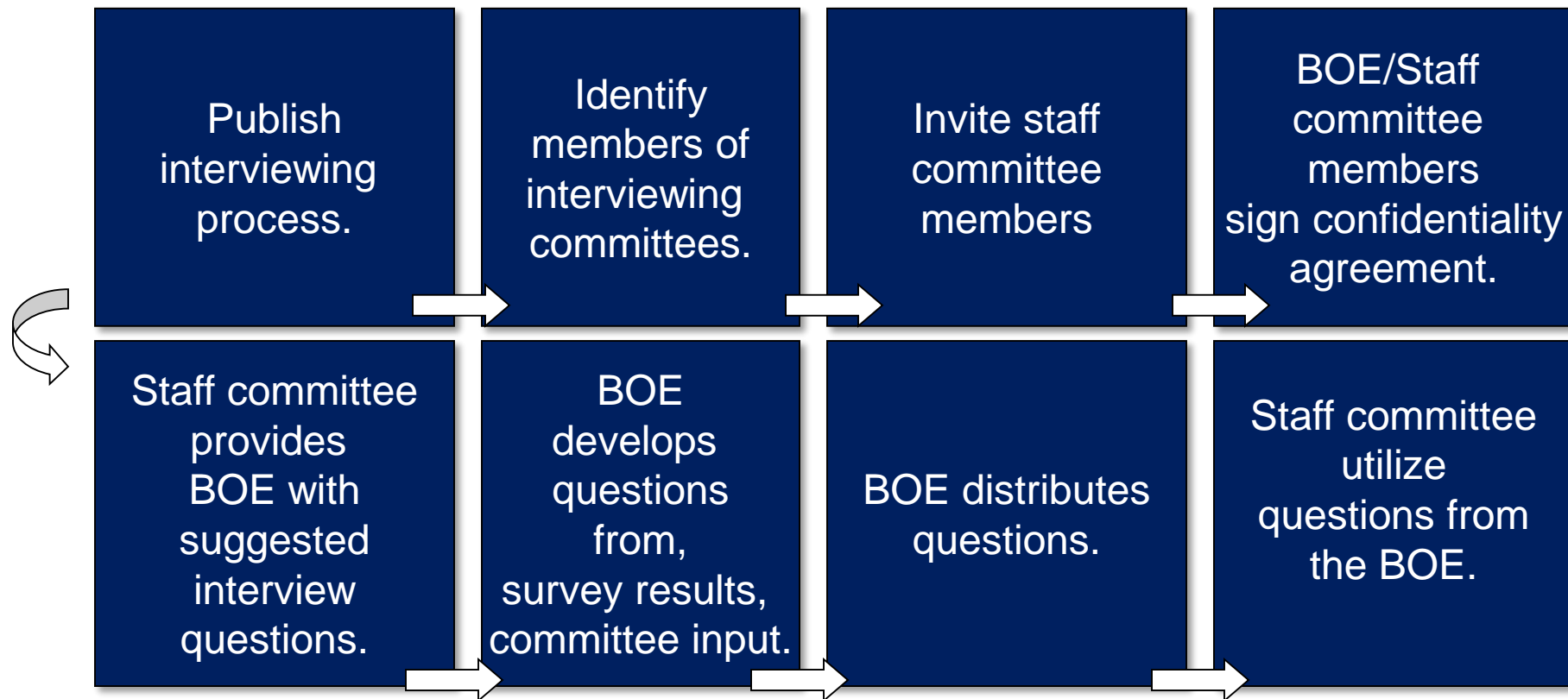
SUPERINTENDENT SEARCH PROCESS

Benefits of Including Staff

- Utilize staff's expertise and experience in curriculum, special services, staff development, and best practices of education.

SUPERINTENDENT SEARCH PROCESS

Step 4: Interviewing Questions & Participant Development



SUPERINTENDENT SEARCH PROCESS

Step 5: First Round Interviews of Perspective Candidates

BOE committee conducts first round interviews.



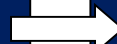
BOE ranks candidates.



BOE identifies finalists for second interviews.

Step 6: Board of Education Reviews Writing Samples & Documentation

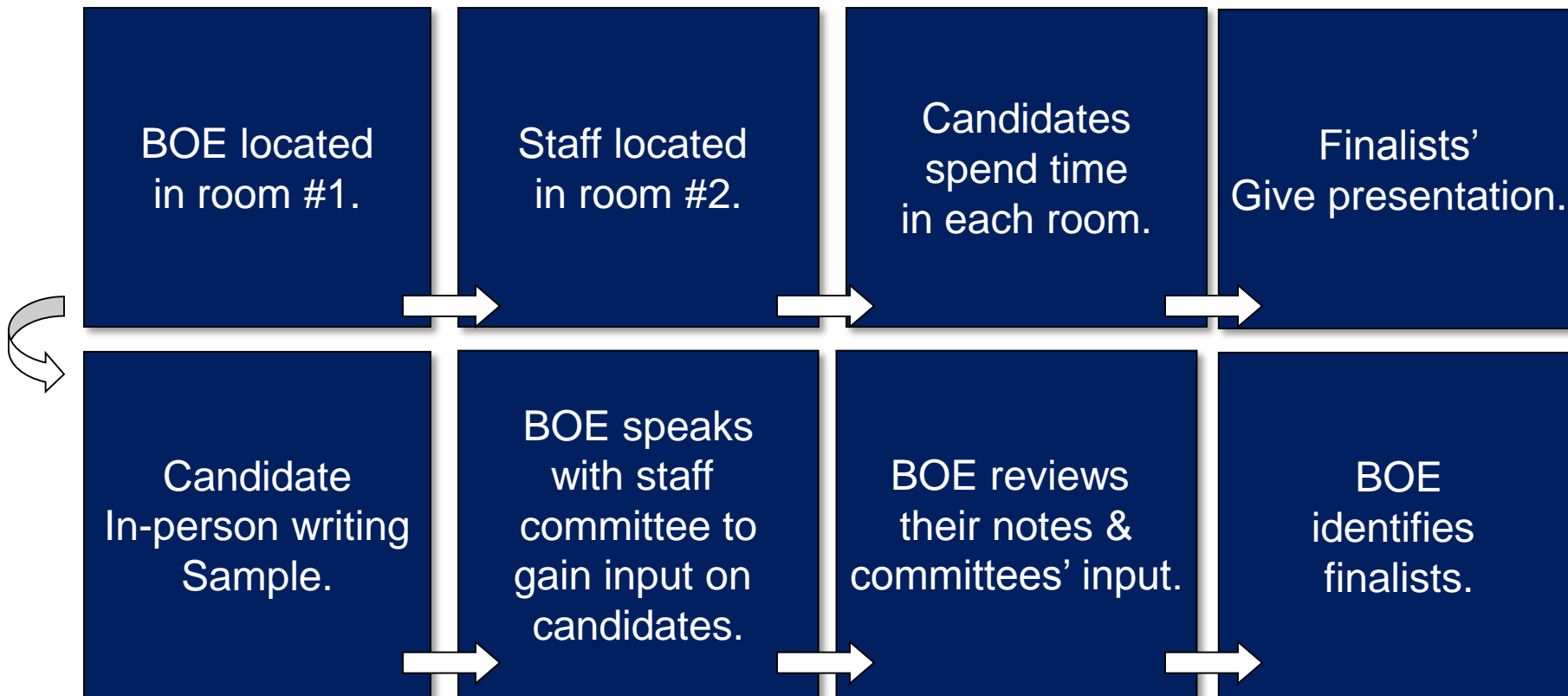
Candidates provide writing sample.



Obtain copy Of last Evaluation

SUPERINTENDENT SEARCH PROCESS

Step 7: Second Round Interviewing Process Includes the Following



SUPERINTENDENT SEARCH PROCESS

Step 8: BOE Site Visit

Members from both committees travel to the finalists' school district.

Representation from BOE/Staff meet with members in finalists' district.

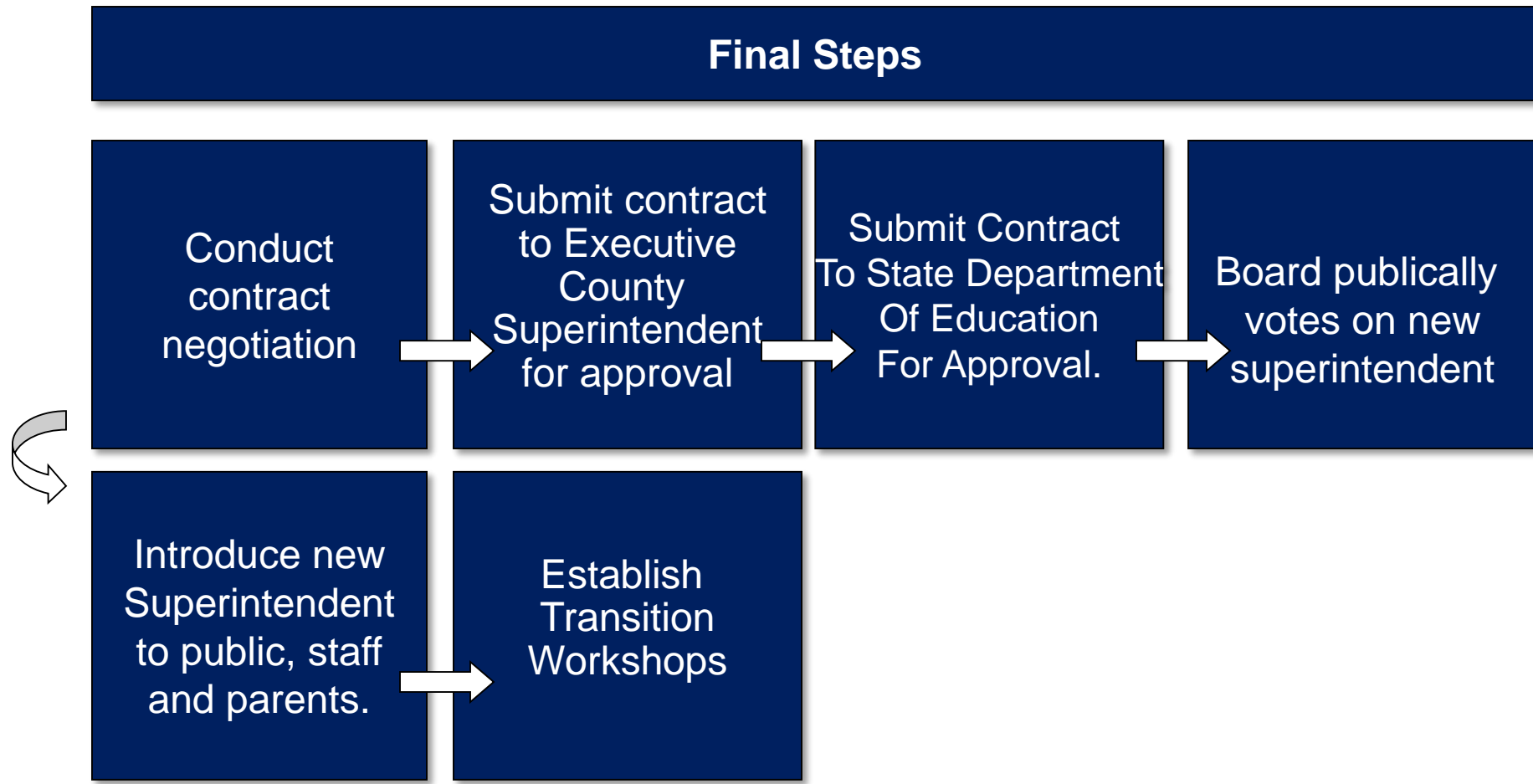
Members share input from site visit.

Data from site visit shared with BOE.

BOE selects the new Superintendent of Schools for CTSD.



SUPERINTENDENT SEARCH PROCESS





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