



Search Committee Roles and Responsibilities

Working collaboratively, the role of the search committee is to define the leadership needs of the school and develop and implement a transparent and orderly search process concentrated on recruiting, assessing, and recommending the strongest possible candidate(s) to the superintendent and board of education.

Specific responsibilities include:

- Establish committee norms to clarify expected behavior, how work will get done, and how conflict will be handled.
- Maintain confidentiality.
- Serve as a liaison to the designated stakeholder group keeping them informed with pre-approved communications.
- Conduct a needs assessment to identify search priorities for the position.
- Develop a job description that accurately reflects the roles, responsibilities, and priorities of the position along with the required qualifications for the role.
- Craft a selection process with a clear commitment to equity.
- Create a job announcement and recruitment plan to attract strong applicants to the position and build the applicant pool.
- Serve as a recruiter.
- Screen applicants throughout various stages of the search process.
- Conduct interviews.
- Serve as a host to candidates during the on-site interviews.
- Make a final candidate recommendation(s) to the superintendent and board of education. Note this is only a recommendation, the board will make the final decision.
- Assess the effectiveness of the search process (upon completion) identifying strengths and areas for improvement.
- Assist the district with the leadership transition plan.

Time Commitment

- 2-3 months
- Required time will vary as needed (see search timeline).

District Relationship-Building Norms for Searches

- Treat everyone with kindness and respect.
- Allow others the opportunity to share their thoughts.
- Listen to what others are saying.
- Be honest and transparent.
- Respect the time and commitment applicants, search committee members, and other stakeholders have made to the process.
- Treat all candidates as if they are your #1 choice and make them feel like they are your top priority.
- Respond to candidate inquiries in a timely manner (within 24 hours) and ensure their questions are answered.
- Inform applicants of their status throughout the process.
- Notify a candidate immediately if not moving forward in a search (personal phone call first, written notification second).
- Keep all search and screening information and processes confidential.