



Search Committee Training Agenda

Welcome and Introductions

Each team member introduces themselves and identifies the stakeholder group they represent.

Fears and Hopes Protocol (Icebreaker Activity)²³

This activity helps the group understand individual expectations and concerns, fostering a sense of shared ownership. Though team norms will be formally created during the first official committee meeting, this serves as a foundation for the discussion.

Instructions:

1. The group leader asks members to reflect and write answers to:
 - What are your hopes for this search process?
 - What are your fears about this process?
2. Allow time for quiet reflection and writing.
3. Each participant shares their hopes and fears aloud. The facilitator lists them on separate sheets of poster paper, ensuring they are recorded verbatim without editing, commenting, or judging.
4. Encourage the group to reflect on the lists.
 - If modifications are needed, the facilitator will make them.
 - If hopes require collective efforts to realize, or fears require special efforts to address, the facilitator will highlight these and invite suggestions for actionable steps.
5. Conclude by emphasizing:
 - Keep these hopes and fears in mind as we proceed with today's training. At our first official meeting, we will develop team norms or ground rules. Reflect on this question: What norms will we need to achieve our hoped-for outcomes while addressing our fears?

Charge to the Search Committee

The search committee's role is to collaboratively:

- Define the school's leadership needs.
- Design and implement a transparent, orderly search process for the [position] at [school name].
- Focus on recruiting, assessing, and recommending the strongest candidate(s) to the superintendent and board of education.

Key Topics to Review

1. Roles and Responsibilities ([Search Committee Roles and Responsibilities](#))
2. Confidentiality
3. Federal, State, and Local Laws (Equal Employment Opportunity policies)
4. Illinois Open Meetings Act
5. Diversity Training
6. District Hiring Process
7. Effective Interviewing Techniques
8. How to Evaluate Candidates Objectively
9. Forms and Documentation

Q & A

Next Meeting Details

Date, Time, Location, Meeting Objectives, Team Norms/Ground Rules, Search Timeline