

## MAMARONECK UNION FREE SCHOOL DISTRICT

### 2009-10 SUPERINTENDENT SEARCH FAQs

**Q: *Who is responsible for finding Dr. Fried's replacement?***

**A:** It is the school board's responsibility to hire the superintendent. In fact, selection of the superintendent is one of the Board's most important responsibilities.

**Q: *What are the steps the Board will take to find Dr. Fried's replacement?***

**A:** The Board is committed to going through a full national search for this critical position. We will be hiring a search firm with expertise in recruiting superintendents. As a first step, this firm will work with us to plan the process and will involve the school community in developing a profile for the new superintendent. The search firm will assist with candidate recruitment, candidate evaluations, candidate appointment and search closing processes.

**Q: *Why use a search firm?***

**A:** The position of superintendent is a highly specialized position that requires special certification and qualifications. Successful firms that specialize in filling these positions have a thorough understanding of the position requirements, have networks and connections in the education industry and have access to qualified candidates.

**Q: *How will candidates be identified?***

**A:** As noted above, the Board will undertake a full search process with the help of a consultant. The consultant will actively recruit qualified candidates, most likely through use of newspaper and on-line ads, brochures, and word of mouth, as well as personal contact. All qualified candidates identified through this process will be carefully considered. The search firm will screen the candidates and will recommend a short list of candidates to the Board, for consideration for in-depth interviews.

**Q: *How long will it take to find a replacement for Dr. Fried?***

**A:** As required by his contract, Dr. Fried has given us a year's notice, which we believe will be ample time to find a highly qualified candidate to replace him. The Board has already begun its work to hire a search firm. Our preliminary plans call for targeting selection of the new superintendent by April 2010.

**Q: *Will staff and community members have the opportunity to provide input to the process?***

**A:** Input from both staff and community members at the outset of the search process will be critical to a successful process. Through a series of focus groups/meetings, most likely taking place in October and early November, our consultants will get to know the school community and learn the qualities the community would like to see in a new superintendent. These conversations will enable the consultants to develop a profile for the new superintendent; this detailed profile will be key to identifying candidates who not only have the right credentials, but will also be a good fit for Mamaroneck. In addition to the focus groups, there may be an

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opportunity for input through a questionnaire. The Board will work with its consultant to determine the most effective ways to gather input from the school community.

Once active recruiting begins, the search will be a confidential one. This means that the board alone will be interviewing the candidates.

It is possible, but not definite, that once a finalist (or possibly two finalists) has been identified, selected school community representatives will have an opportunity to meet the individual(s) prior to the final decision being made.

***Q: Why does the interview process have to be confidential?***

**A:** In order to attract the highest quality candidates, it is essential that the process be confidential. “Sitting” superintendents (those currently in superintendent roles) almost always require a commitment of confidentiality so as not to jeopardize their own positions or their effectiveness in those positions. Qualified candidates generally are not willing to take the risk of their home districts finding out about their candidacy, unless they have been selected as a finalist

***Q: What is the likely timetable for the search?***

**A:** The Board will need to select a search firm before it can firm up the timetable. However, we anticipate a schedule similar to the following:

- *August: search firms submit proposals*
- *September: search firms interviewed; decision made by end of month*
- *October – early November: focus groups with school community; development of superintendent profile*
- *End November – early December: profile/materials finalized; recruitment begins*
- *January – March: interviews, site visits*
- *April – selection of new superintendent*

***Q: What will the Board be looking for in a new superintendent?***

**A:** Mamaroneck’s large size – we are the second largest district in Westchester, excluding the small city districts – and diversity mean that our superintendent’s role is a particularly challenging and complex one. The Board will seek an exceptional, experienced, educational leader with a proven track record for success who can continue the collaborative work that Dr. Fried has begun, nurture the many initiatives that Dr. Fried has brought to the district and take the Mamaroneck schools to the next level. The school community, including staff and parents, will have an opportunity to work with our consultant to develop an in-depth candidate profile.