



Recommendations for Hiring an Interim Superintendent

DR. STEVE CHESTNUT



Superintendent Search History

2000 – Ray & Berndtson - \$38,500 – Hired Dr. Erwin

2004 – ASBA - \$4,500 – Hired Dr. Baracy

2009 – Hazard, Young, Attea and Associates (ECRA Group) –
\$47,000 – Hired Dr. Catalani

2011 – Carl Hurlburt (interim superintendent search) - \$? -
Hired Dr. Peterson

2016 – ASBA - \$25,000 (included interim and permanent search)-
Contract discontinued – no payment made



Interim Superintendent Process Used in May, 2011

5/5/11 – Position posted

5/19/11 – Position closed

5/20/11 – Interview of 7 finalists

5/31/11 – Board action approving new interim
Superintendent – Dr. Peterson



Background Investigative Firm - Mohave Cooperative Contract – Services:

- **Background investigative services including:**
- **Name Verification**
- **Multi-Jurisdictional Criminal History Record Searches**
- **Federal, National and International Investigative Capabilities**
- **Civil Record Searches**
- **Sex Offender Registration Searches**
- **Terrorist Database Searches**
- **Citizenship Verification**
- **Employment History Verification**
- **Military Service Verification**
- **Social Security Number Verification**
- **Credit Report Searches**
- **Driving and Department of Transportation Records Searches**
- **Education and Certification Verification**
- **Professional License Verification**
- **Reference Checks**



1. Proposed Method of Selecting an Interim Superintendent Search Consultant

- a. Contact ESI and Smart Schools for potential candidates
- b. SUSD posting/ads (Indeed, Monster, Jobing, ASA, ASBA, etc.)
- c. Use the RFQ process to hire a search consultant
- d. Implement a, b, c - use RFQ to hire a search consultant if necessary (ask for community input plan)



ESI Information

- Candidates can be provided by – this week
- Cost – None for referrals



Smart Schools Information

- Candidates can be provided by – 11 names received
- Cost – None for referrals - 4% of gross base salary for phased retirement interim



Two Options to Procure Superintendent Search Consultants

Request for Qualifications (RFQ) – One week

Request for Proposals (RFP) – Up to 3 months



2. Proposed Interim Superintendent Job Description

POSITION SUMMARY:

Scottsdale Unified School District (SUSD) is currently seeking an Interim Superintendent to provide exceptional leadership for all aspects of the school district and to implement the school district's core purpose and values and the operating policies established by the Governing Board. The Interim Superintendent provides guidance and support to the daily operational management of the school district, and assists the Governing Board in fulfilling its responsibilities.

Core Purpose

The core purpose of Scottsdale Unified School District is to ensure all individual learners reach their full potential.

Core Values

The core values of Scottsdale Unified School District are responsiveness, student-focused, humble, growth-minded.

DUTIES & RESPONSIBILITIES: (These duties are a representative sample; position assignments may vary.)

- Preserve and promote the core purpose and values established by the Board
- Develop and monitor academic goals and performance benchmarks
- Identify strengths and weaknesses of the curriculum, and demonstrate the implementation of appropriate modifications to improve their effectiveness
- Build a data-driven culture across the school district that has a positive impact on student learning
- Ensure that SUSD provides high quality academic programming and appropriate supports and services to meet all student needs
- Manage the acquisition and effective use of academic resources
- Ensure timely and accurate reporting and submission of all local, state, and federal reports
- Oversee the allocation of resources and management of vendors and contractors
- Prepare for Board meetings by assuring all matters requiring board action are included and the Board is provided, in advance, with all necessary information and reports to make an informed decision
- Ensure the development of specific policies, procedures, and programs to execute all decisions of the Board and to ensure SUSD is in compliance with local, state, and federal regulations

EDUCATION & EXPERIENCE (positions in this class typically require):

Education:

- Master's Degree in Education, Business, or related field
- Doctorate preferred
- Superintendent certification

Experience:

- Prior K-12 Superintendent of a district similar in size to SUSD
- Demonstrated success in leading a school
- Extensive knowledge of and experience with curriculum development, evaluation of instruction, and analysis of student performance data
- Personal commitment to quality education
- An unwavering belief that all students can learn and achieve at high levels
- Effective managerial skills and experience with staff evaluation
- Knowledge of Arizona statute governing public schools
- Ability to attract, recruit, retain, and develop excellent staff
- Demonstrated ability to create a positive working environment
- Experience managing execution of voter-approved Capital Override & Bond
- Demonstrated reputation as an honest, capable leader
- Expertise serving a diverse community
- Experience with Arizona finance



3. Proposed Interim Superintendent Job Posting

SUSD posting/ads (Indeed, Monster, Jobing, ASA, ASBA, etc.)

Scottsdale USD 48
Interim Superintendent

JOB POSTING

Job Details

Posting ID: IntSupt
Title: Interim Superintendent
Description: **PAY GRADE:** Board Set **FLSA STATUS:** Exempt

POSITION OBJECTIVE:

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4. Proposed Timeline for Selection of Interim Superintendent

5/1 – Position posted

5/15 – Position closes

5/16 – Screen Qualified Applicants

5/23 – Initial Interviews

5/30 – Finalist Public Forum/Online feedback/Final Interviews

If Necessary - Re-post position/Utilize search consultant



Proposed Interview Committee Members

- Michelle Marshall
- 2 Governing Board members
- 2 teachers
- 2 classified staff
- 1 administrator
- 2 community members



Questions?