



McPherson & Jacobson L.L.C. can assist **your** school district in securing high quality administrators:

- ✓ **Assistant Superintendent**
- ✓ **Central Office Administrator**
- ✓ **Principal**
- ✓ **Assistant Principal**
- ✓ **Special Education Director**
- ✓ **Curriculum Coordinator**
- ✓ **Athletic Director**

The district can choose any level of service they wish. McPherson & Jacobson L.L.C. can conduct the entire search from start to end. Or, we can help you with specific stages of the search process.



ADMINISTRATIVE SEARCH PROCESS

For more information contact:

McPherson & Jacobson, LLC
Executive Recruitment and
Development

P.O. Box 7346
Omaha, Nebraska 68107

(402) 991-7031/(888) 375-4814
Fax: (402) 991-7168

Email: mail@macnjake.com

Web site: www.macnjake.com



Administrative Search Services

available from

**McPherson & Jacobson,
L.L.C.**

Advertise Vacancy

- ◆ Develop an announcement of vacancy and advertise the position with the appropriate media, colleges and universities, and professional organizations.
- ◆ Assist in establishing an appropriate timeline and target dates for the selection process.
- ◆ Post the vacancy on the McPherson & Jacobson website.
- ◆ Develop a promotional brochure which will:
 - ✓ Describe the position and responsibilities.
 - ✓ Describe the demographics of the community.
 - ✓ Overview the school district and its outstanding features.
 - ✓ List the selection criteria.
 - ✓ Outline the timelines for the selection process.
 - ✓ Outline application procedures.

Recruit Applicants

- ◆ Meet with various stakeholder groups to identify the desirable characteristics for the new administrator.
- ◆ Develop an application form that reflects the identified criteria.
- ◆ Send out district brochures and application forms to interested applicants.
- ◆ ***Actively recruit applicants who meet the identified criteria.***

Screen Applicants

- ◆ Read and critique all completed files.
- ◆ Conduct preliminary reference checks on all applicants.
- ◆ Evaluate each applicant against the identified criteria.
- ◆ Conduct complete reference and background checks on all top candidates.
- ◆ Present a summary of each top candidate.

Coordinate Interviews

- ◆ Assist in developing a set of interview questions that reflect the identified criteria.
- ◆ Help establish interview dates and schedules.
- ◆ Contact all final candidates and schedule interview times.
- ◆ Establish and coordinate procedures for the spouse's visitation.

- ◆ Establish procedures for various groups to meet with final candidates.
- ◆ Keep all candidates informed of their status in the selection process.
- ◆ After the selection has been made, personally contact each finalist.
- ◆ Send a personalized letter to all applicants notifying them of the selection outcome.

Transition

- ◆ Assist in establishing performance objectives for the new administrator.
- ◆ Provide evaluative procedures for first and second semester evaluations.
- ◆ Provide a mentor to the new administrator for the first year.



The District and Consultants will mutually establish:

- ✓ Timelines for the selection process and filling the vacancy.
- ✓ The desired characteristics for the successful candidate.
- ✓ Identify individuals or community groups for input into the selection.
- ✓ A schedule for interviewing the final candidates.