

<p><b>IN-HOUSE PLAN</b></p> <p><b>Job Description</b> Developed by Board of Directors</p> <p><b>Screening Tool (in board packet)</b></p> <ul style="list-style-type: none"> <li>• HR/Deb – Draft rubric, based on job description, to evaluate qualified candidates; forward qualified candidates’ materials to subcommittee (as they come in).</li> <li>• Subcommittee – Edit and approve rubric; use rubric to review materials from qualified candidates; identify highly qualified candidates for interviews.</li> </ul> <p><b>Advertising and candidate recruitment</b></p> <p>Deb and OSPI HR – Post announcement (10/18).</p> <ul style="list-style-type: none"> <li>• Board members – Outreach to highly qualified applicants (begin now): send Tami names and contact info (if you have it); indicate whether you have talked with the potential applicant or if you would like Deb to call.</li> <li>• Board members – Outreach to organizations and associations (begin now, complete by 10/24): send Tami organization names and contact info (if you have it).</li> <li>• Deb – Follow-up phone calls to potential applicants identified by Board members, if requested (as soon as identified, complete by 10/27).</li> <li>• Deb - Group email to executive directors of organizations and associations asking them to distribute job announcement to their networks (10/18 and 10/25).</li> <li>• Kevin – Group email to candidates identified by Board members and staff inviting them to apply (week of 10/23).</li> </ul>	<p><b>CONSULTANT PLAN</b></p> <p><b>Job Description</b> Developed by Board of Directors (consultant may provide input)</p> <p><b>Leadership Profile (screening tool)</b></p> <p>Consultant will develop a Leadership Profile at the outset of the search process. The profile becomes the guiding document in evaluating candidates and making the final selection decision.</p> <p>Consultant facilitates development of leadership profile through:</p> <ul style="list-style-type: none"> <li>• conducting an on-line survey inviting community members and education leaders</li> <li>• holding focus group meetings with key stakeholder groups</li> <li>• meeting individually with each staff and board member, including student board representatives.</li> </ul> <p><b>Advertising and candidate recruitment</b></p> <ul style="list-style-type: none"> <li>• Develop email based vacancy brochure</li> <li>• Send electronic brochure to 3,000 state and national school administrators, professional education association executives, college professors, education organizations</li> <li>• Advertise vacancy using social media – Facebook, LinkedIn, Twitter, etc.</li> <li>• Produce hard-copy vacancy announcement and send to 300 individuals and organizations involved in education</li> <li>• Vacancy announcement posted on 75-100 state and national education-related websites</li> <li>• Advertisements placed in Education Week, School Administrator, other education-related publications, including those identified by the State Board</li> <li>• Conduct one-to-one recruiting efforts aimed at individuals deemed to be qualified</li> </ul>
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**Candidate analysis and screening**

Deb and OSPI HR – Draft screening tool, based on job description, to identify qualified applicants (by 10/25); forward qualified applicants’ materials to subcommittee (as they come in).

Subcommittee – Review qualified applicants and identify interview candidates; review recruitment process and make any needed recommendations (11/7).

**Interview process and timeline**

- Deb and OSPI HR – Draft interview questions and scoring rubric, based on job description (11/1).
- Subcommittee – Identify interview candidates; edit/approve interview questions and scoring rubric; provide available dates for interviews (11/7).
- OSPI HR – Schedule interviews (dates TBD).
- Subcommittee – Conduct interviews, recommend finalists to full Board (dates TBD).
- Board members who are not on the subcommittee – Option to interview finalists (dates TBD).
- Subcommittee – In person finalist interviews tentatively scheduled Dec 5 or 7, in Olympia.
- Full Board – Meet to choose new ED, agree on offer parameters (date TBD).
- Deb and OSPI HR – Make offer, negotiate within parameters, report result to Board chair.

**Candidate analysis and screening**

Consultant will:

- provide a rubric for analyzing each candidate's qualifications in relationship to the Leadership Profile developed at the outset of the search
- identify candidates who meet criteria and appear to be qualified
- contact references identified by the candidate and other individuals who are familiar with the candidate's past work
- recommend 6-8 candidates for interviews with State Board

**Interview process**

Consultant recommends a two-round interview process:

- preliminary interviews of six to eight candidates -- open to the public. The board will conduct these interviews
- those attending will be invited to provide feedback prior to the board's executive session to select those candidates to be invited to return for final interviews.

**Proposed Timeline**

- October 25 -- RFP to advertise for consultant
- Nov. 10 – RFP proposals due
- Nov. 15 – Board selects consultant
- Nov. 20 – Recruitment process begins
- December 15 – Applications due
- Jan. 1 – Preliminary candidates identified
- Jan. 5 – 1<sup>st</sup> round interviews
- Jan. 10 – 2<sup>nd</sup> round interviews of 2-3 finalists by full board
- Jan. 15 – Selection made
- Start date – dependent on availability of selected candidate