



Finding the Perfect Fit for the Montclair Public Schools – an Overview of the Superintendent Search Process



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NJ Requirements for Permanent CSA

- Must possess a School Administrator Certificate or Certificate of Eligibility
- NJ resident within 1 year
- Offer 3 – 5 year contract
- Receive contract approval by the Executive County Superintendent prior to appointment
- Compensation subject to comparability requirements





Superintendent's Salary Considerations

Base Salary	
Requirements of the position, background of the finalist, and the pay in comparable districts may all be considered	Negotiable. Contract must be reviewed/approved by the Executive County Superintendent.
Other Pay/Stipend Option	
District has high school	\$5,000
Can be Negotiated in Contract (not pensionable)	Up to 14.99% of salary annually
Up to 3 Quantitative merit goals	Up to 3.33% of salary each
Up to 2 Qualitative merit goals	Up to 2.5% of salary each



Role of Staff and Community

Board is legally charged with hiring but must be **inclusive process** that considers the needs of all of the district's stakeholders.



Confidentiality is key to protecting the integrity of the search.



Criteria from the staff and community **input sessions/surveys** are a resource for determining:



- who will be selected for an interview,
- what interview questions will be asked, and
- who will advance through the interview process.



Search Calendar

January 9, 13	Initial meeting with Board
Mid January	Advertising of search opening
Feb 10, 11, 12 with more dates TBD	Input session meetings with community and staff. Online survey.
February 20	Deadline for receipt of completed applications
March 2 weight pool Mar 9, 12 interview	Consultants weight applicant pool and conduct preliminary interviews on applicants that best meet the criteria.
Mid-March	Board review of applicants. Board selects applicants for first-round Board interview.
Late March	Board conducts first-round interviews. Narrows the pool for 2nd round.
Early April	Board conducts 2nd round interviews. Selects 2-3 finalists.
April 6, 8	Focus Area brainstorming meetings – strategic initiative
Mid-April	Board conducts finalist round of interviews. Selects 1 finalist.
Late April	Check references, schedule district visits. Begin contract negotiations. Submit contract to County Superintendent for approval.
May 1	Board hires and publicly approves new superintendent
July 1	New superintendent begins work in district, approx. 60 days after appt.



Advertisement



SUPERINTENDENT

Montclair, Essex County, NJ

The Montclair Public School District is a truly remarkable educational institution with a culture of innovation. We have a high functioning Board of Education that values excellence. Montclair is a community that is culturally vibrant, attracts a variety of diverse families, and is home to New Jersey's second largest university.

The district is comprised of 11 magnet schools, 6700 students, and 1100 staff members. The highest quality faculty, support staff, and leadership are essential to create and sustain a superior learning and teaching environment. We are recruiting a high quality educational leader to become our Superintendent of Schools.

District leadership has been cyclical for the last five years. In response, the Board selected a talented team of interim district leaders to identify challenges and strengthen district operations. Our new leader will build on current progress. One focus will be to eliminate the opportunity gap. Another will be to upgrade the curriculum and facilities to best prepare students for the 21st century.

Our new leader will possess a strong background and capacity to strengthen core operations of the district. The individual must be energetic, thoughtful, considerate and compassionate. with excellent networking skills.



Advertisement (continued)

Qualifications

- NJ School Administrator Certificate or Certificate of Eligibility required
- Experience as Superintendent highly preferred
- 3+ years Administrative and/or Principal experience required
- Experience in a similarly sized diverse district preferred
- Teaching experience highly preferred
- Doctorate preferred

The district places a high value on finding the right candidate and will compensate accordingly.

Position available July 1, 2020.

Application deadline: 5:00 PM, February 20, 2020.





Advertising of Search

NJSBA

- NJSBA Website
- Websites of other professional state associations
- Colleges
- Email to 600+ in database

PUBLICATIONS

- *Education Week*
- *Star Ledger*
1/19, 1/26
- Online supports:
 - Nj.com
 - LinkedIn
 - Indeed
 - NJ School Jobs
 - School Spring

**SUPERINTENDENT
SEARCH**



OTHER OUTREACHES

- NABSE (National Alliance for Black School Educators)
- Diversity.com (bilingual ad)
- Chronicle of Higher Education



Application Materials

Application

**Letter of
Interest
Resume**

**Copy of School
Administrator
Certificate**

Transcripts

References

**Last
Performance
Evaluation**

Board receives all of the information above on every applicant.



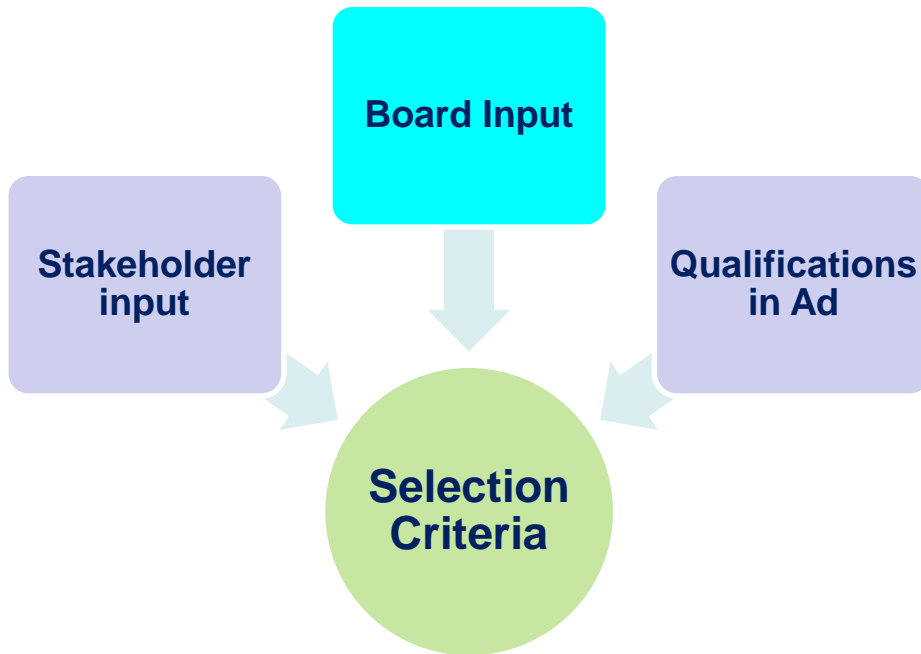
Personalized Application Questions

Specifically describe your administrative and educational leadership experience in each of the following below. We are looking for actual accomplishments rather than theoretical proposals.

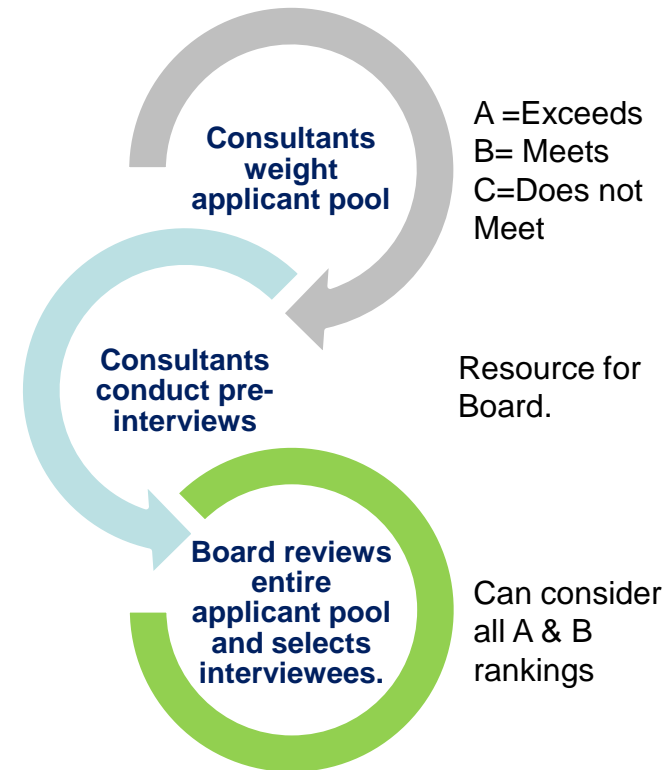
- 1. Creation of a climate that promotes aspirations to high expectations while addressing the multiple elements of eliminating the achievement gap.**
- 2. Data-informed decision making to implement a coherent system of curriculum, instruction and assessment that promotes high expectations for student learning across multi-cultural and diverse socio-economic communities.**
- 3. Facilities management, development and utilization.**



Criteria-Based Applicant Review



Based on Selection Criteria:





Review

Interview Rounds – Narrowing the Pool

1st Round

- Usually 8 – 10 applicants
- Brief – 30 to 45 minutes
- Structured
- Every applicant asked the same questions.
- Is this candidate a good fit for your district?
- Do we want to learn more about them?

2nd Round

- Around 4 – 5 applicants
- Detailed – 60 to 90 minutes
- Less structured
- Some questions for all applicants and some applicant specific
- Is this candidate a finalist?

Finalist Round if Needed

- 2 - 3 candidates
- Detailed – 60 to 90 minutes
- May be scenario based or presentation to Board.
- Move one candidate forward as finalist for reference checking.



Selection

Reference/Background Checks

District Visits – Board visits finalist’s district and finalist visits your district

Contract Negotiations – ECS Approval

Appointment

Introduction to District Stakeholders



Search Process

How can you participate?



In-person and online survey responses



Community/Staff Input Questions

- What are the strengths of the Montclair Public Schools & community?
- What would be helpful for the new superintendent to know about Montclair?
- What district concerns require immediate attention? In next 3-5 years?
- What background / training / experience should the new superintendent have?
- What leadership style / professional characteristics are important for the new superintendent?
- If you could ask one question of the candidates, what would it be?

