

# EXECUTIVE SEARCH PROPOSAL

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## EDUCATIONAL SERVICE AGENCIES

September 2021

# EXECUTIVE SEARCH SERVICES from AESA



**AESA**

ASSOCIATION OF  
EDUCATIONAL SERVICE AGENCIES

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### PREPARED BY

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## ESA EXECUTIVE SEARCH PROPOSAL

AESA believes it is important to be able to provide this service when ESA boards face one of the most important decisions they will make . . . choosing a new leader. There are many search firms that provide this service to their school districts, but AESA knows how different the ESA world is and that it takes a different leadership style to run a successful, and these days entrepreneurial, organization. As a national organization, AESA has the connections and experience that will prove beneficial in the search.

## THE PROCESS (CUSTOMIZABLE TO MEET THE NEEDS OF THE ESA)

### 1. Site Visit #1

a. Meet with the ESA's Board to develop a Board profile of desired experience and characteristics of the next CEO. **ENSURE THE BOARD KNOWS THIS IS THEIR PROCESS AND TIMELINE AND ADJUST THE PROCESS AND TIMELINE AS NEEDED.**

b. Schedule Board meetings associated with this process. This will eventually be used in the advertisement for the vacancy.

c. Develop a group profile with staff members, or the leadership team, as designated by the Board using the same process as used with the Board.

d. Develop a group profile with designated school superintendents in the ESA region if appropriate. This step is not needed if the superintendents make up the ESA Board.

2. Provide the Board with the results of all group profiles and finalize the profile that will be used in the advertisement of the vacancy (this step may be conducted virtually instead of a face-to-face site visit).

3. Advertise the vacancy on the AESA website, in the AESA newsletter, and forward to state networks where available. Assist the ESA Board in advertising the vacancy on other statewide sites as they deem appropriate following a discussion about any state requirements.

4. AESA will serve as the collection point for all applications.

5. AESA staff will review all applications and conduct reference and background checks of the top candidates that meet the profile.

### 6. Site Visit #2

a. Provide the Board with ALL application packets received for review. At this point, AESA staff would be prepared to share the group of candidates additional research was conducted on. If other candidates rise to the top, they will be further investigated as well.

b. Assist the Board with determining the candidates to be interviewed.

c. Develop common interview questions and assign Board members to ask specific questions. Keeping in mind that most Board members may never have been involved with making a group employment decision, review questions that can and cannot be asked during an interview and how a group interview is conducted.

### 7. Site Visit #3

a. Board interviews candidates according to the pre-set schedule.

b. Debrief after the last interview to determine the next round of interview(s).

c. Prepare the Board for the next round if desired. A dinner including the candidate's spouse could be an optional part of this process for a second interview.

8. The Board conducts final interviews with candidates and reaches a decision.

9. If requested by the Board, provide information about the contracting process. (\*\* this may or not take a 4th site visit\*\*)

*NOTE: Any of the above would need to be adjusted for state-specific requirements if there are any.*

## AESA PROPOSED COST

\$10,000-\$15,000 plus all travel costs for AESA consultant for site visits as approved by the Board.