

SCOPE OF WORK

1. Best Practices:

- a. The Consultant shall work collaboratively to support actions taken by Board of Trustees and designated committees formed by FRCS and its representatives in hiring our next executive director.

2. Candidate Selection Criteria:

- a. Assist the Board of Trustees and/or the designated committees in defining the leadership needs of the district and in establishing selection criteria for a new Executive Director by soliciting input from the School Committee, parents, staff, administration, Town officials, and the community through focus groups, interviews, and an online survey.
- b. If requested by the Board of Trustees and/or the designated committees, review the current job description for the position of Executive Director of Schools, and recommend revisions.
- c. Organize, publicize, and facilitate at least **four (4) and up to ten (10) focus groups** to gather input on the type of leadership to be sought from the next Executive Director from all stakeholders in the community, including, but not limited to, school department employees, (including educators), appointed officials, parents, students, community partners, and other interested residents of the FRCS community.
- d. Conduct at least **three (3) and up to ten (10) individual** or small group interviews with individuals specifically identified by the Board of Trustees and/or the designated committees.
- e. Conduct an online survey approved by the Board of Trustees and/or the designated committees to collect broad community input for those not able to attend or not invited to a specific focus group.

3. Search Process Management:

- a. The Consultant shall work together with the Board of Trustees and/or designated committees to ensure that FRCS obtains the best candidate to meet our community and district needs and consensus- formed priorities, both for today and in the future. This is to be a collaborative process, although the final decision lies with the Board of Trustees
- b. Timeline:
 - i. Develop the Executive Director search schedule and timeline
 - ii. Recommend method of advertising including publication, frequency and duration, and coordinate advertising. Advertising costs are not to be included in the proposal price.
 - iii. Develop application package including requirements, submission and timelines.
 - iv. Ensure process is designed to attract a national pool of highly qualified and diverse candidates.

4. Communication

- a. The Consultant shall work collaboratively with the Board of Trustees and designated committees throughout the process, and keep the Board of Trustees and designated committees informed about what is occurring at each stage of the search process
- b. The Consultant shall meet with the Board of Trustees designated committees several times throughout the search and provide written and scheduled progress reports.

- c. The Consultant will coordinate or provide the school district with an up-to-date and maintained website and, if requested by the Board of Trustees and/or the designated committees, through social media, for community information and updates about the search process. Include pricing for coordinating or providing the Public Schools of FRCS with a community information website.
- d. Finalize for publication a written summary of the synthesis of communicated skills and experiences generated from focus group and community input. If requested by the Board of Trustees and/or the designated committees, such summary will be communicated to potential candidates.
- e. Use of social media should be explained by the consultant in terms of how it will be used during the selection process.

5. Recruitment Process

- a. Process:
 - i. The Consultant shall ensure that the search process is transparent, thorough, and will engage as many stakeholders as feasibly possible in order to best represent and engage our diverse professional, parent, educator and resident community.
 - ii. Present findings to the Board of Trustees of selection criteria recommendations from the data gathered.
- b. Document Development:
 - i. Assist the Board of Trustees and designated committees in developing descriptive documents for prospective applicants, including requirements, submissions, and timelines.
- c. Candidate Recruitment (minimum):
 - i. Conduct direct and indirect search recruitment activities via networking and advertising publications in order to generate a national pool of high-quality, diverse applicants. A racially and demographically diverse candidate pool is a requirement.
 - ii. Determine method of direct recruiting, including professional networks.

6. Candidate Screening:

- a. Prescreen and verify submitted application materials for completeness and to ensure that all candidates meet all requirements.
- b. After reviewing submitted applications, determine with the Board of Trustees the number of initial screening candidates (those invited for interviews with the screening committee) and the number of semi-finalists (those invited for interviews with the full School Committee).
- c. Search firm will verify credentials and conduct extensive reference checks of Finalists to be advanced to full committee.

7. Selection Process

- a. Executive Director Search Committee:
 - i. Assist the Board of Trustees and/or designated committee's candidate screenings and first-tier interviews.
 - ii. Assist the Board of Trustees with the assembly of designated committees and community members involved in the selection process.
 - 1. Conduct an orientation and interview training of all persons participating in the selection process (to understand pertinent laws, regulations, and policies).

2. Assist in recruiting a diverse body of community members to participate in the selection process to the extent determined by the Board of Trustees and/or the designated committees. Report of aggregate demographic characteristics and other data of applicant pool.
- b. The successful Proposer will be responsible for all scheduling related to the work of designated committees and will ensure that their work is completed in a timely manner.
- c. Support the Board of Trustees and designated committees. This will include reviewing candidate paperwork, assisting with the development of interview questions and a scoring rubric, conducting interviews, and identifying finalists who will be advanced during process.

8. Final Candidate Selection Process:

- a. Assist the Board of Trustees and/or the designated committees in the final selection process, including number of candidates and the number of semi-finalists, along with any additional interview committee that may be needed.
- b. Consultant to begin finalist interviews no later than **XXXXX XX, XXXX** unless a different date is mutually agreed by the Consultant and the School Committee
- c. Finalist determined **by XXXXX XX, XXXX**, unless a different date is mutually agreed by the Consultant and the Board of Trustees and/or designated committee.
- d. Schedule candidate site visits and FRCS community introductions for the finalists
- e. Manage interviews of finalists with the full Board of Trustees. This will include reviewing candidates' paperwork, assisting with the development of interview questions, and a scoring rubric, and conducting interviews.
- f. Search firm will manage reference checking and site visits to place of employment of finalists.

9. Candidate Negotiations and Employment Offer:

- a. Assist the Board of Trustees in managing the preferred candidate offer, negotiation, and development of employment contract.
- b. Provide recommendation for an appropriate compensation and benefit package based on market study, subject to Board of Trustees approval.
- c. Board of Trustees will develop and negotiate contract of employment.

10. Candidate Retention:

- a. After the selected Executive Director has the opportunity to become acclimated to his or her new position and if requested by the Board of Trustees and/or the designated committees, the search firm will provide a full day team building workshop (eight hours) with the Executive Director, administrative team, and Trustees. The goal of this workshop shall be to define roles and build the foundation for an effective approach to school governance at FRCS.

11. Consultant Conditions:

- a. Travel expenses are not included as a separate allowable expense. Travel is considered overhead to the consultant.
- b. Advertising expenses will be funded by the district after Board of Trustees approve of marketing plan.
- c. The search will be deemed complete upon a signed contract with a new Executive Director/Superintendent.