



SUPERINTENDENT SEARCH SERVICE

A Tailored and Personalized
Service for the School Boards of
New Mexico



NMSBA has a strong history of successful Superintendent searches. Contact NMSBA when you are facing the challenging task of hiring a new Superintendent.

We use a Search Cadre of trained professionals to facilitate an effective search process from the first meeting to the final hire. Once NMSBA is contacted by the local board, a member of the Search Cadre will meet with the board to outline the process and create a proposal for Superintendent Search Services.

OUR CADRE

Dr. Gloria Rendon-retired Superintendent from Santa Fe, who has also served as the Executive Director of the N.M. Coalition of Educational Leaders.

Dr. Kurt Steinhaus- former N.M secretary of Education, and retired Superintendent from Los Alamos currently serves as consultant and facilitator of Aspiring Superintendent's Academy

Ms. Bobby Gutierrez- retired Superintendent from Santa Fe and Espanola, now serving as Exec. Dir. of the N M Regional Educational Cooperatives.

Dr. Cindy L. Sims retired Superintendent from Estancia, who serves on the N.M. School Personnel Assoc. Bd. and the Aspiring Supts. Academy Approval Team representative.

Ms. Elisa Begueria-retired Superintendent from Lake Arthur, has served as Pres. of Cooperative Educational Services, and a member of the N.M. Coalition of School Leaders.

How the NMSBA Superintendent Search Service Functions

The NMSBA superintendent search service makes use of a Search Cadre of trained professionals who work together to facilitate an effective search process from the first meeting. Once NMSBA is contacted by the local board, a member of the Search Cadre will meet with the board to outline the process and create a proposal contract for the superintendent search services. These services include but are not limited to:

- Development of the search plan.
- Identification of desired characteristics for the new superintendent.
- Facilitation of stakeholder involvement processes.
- Development of the promotional advertising materials.
- Monitoring and responding to all applications for the position.
- Screening applicants against predetermined criteria.
- Facilitating the planning and conducting of the interview process.
- Supporting the board during interviews.
- Providing the board support during negotiations with finalists.
- Supporting the board during the initial induction of the new superintendent.

Fee Schedule

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| • Basic Fee: | Negotiated based on size of district |
| • Advertising | Depending on extent of search |
| • Criminal background check | Actual cost |

Additional Services Available

- Revising and updating superintendent job description
- Assisting in contract negotiations
- Assist in developing contract (legal review recommended)
- Schedule and/or conduct on-site visit(s) to finalists' home districts
- Assist in developing superintendent performance appraisal

Scheduling the Search Service

The NMSBA Board Superintendent Search Service may be requested by contacting Tom Sullivan at 505-330-2600 or tsullivan48@gmail.com. Tom is a former Director of NM Coalition of Educational Leaders and a retired Supt. from Farmington and Moriarty-Edgewood. He will schedule a convenient time for a Cadre member to discuss with your Board, or a Board designee, your District's needs and Draft a proposal for your consideration. There is no cost for this initial meeting. All costs for the Superintendent Search Services are identified in the proposal/ contract, which must be approved by the Board before it takes effect."