



## Executive Search Services

The OSSBA will:

- I. Work with the Board of Education to establish a search timeline
- II. Marketing and Advertising
  - Develop marketing materials and outline search procedures
  - Create unique district search webpage on OSSBA website
  - Distribute vacancy notifications
- III. Gather essential qualifications and characteristics desired of the district's incoming superintendent
  - Board members via discussion with search consultant
  - Stakeholders via online survey
- IV. Post opening and manage applications through online application management system
- V. Manage Applicants and the Search Process
  - Recruit candidates who meet the Board's criteria
  - Respond to inquiries regarding the vacancy
  - Provide sample contract and comparable salary/benefit schedule
- VI. Provide Interview Guidelines
  - Schedule interview dates/times with selected candidates
  - Notify applicants who were not selected as finalist
  - Provide interview guidelines for Board members
- VII. Provide Board with reference check guidelines

Search Service Fee

\$8,000.00

Additional services provided on a fee basis:

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Communication Package         | \$1000.00                   |
| 2. Additional Targeted Marketing | actual cost                 |
| 3. Interview Concierge           | \$500.00 per day            |
| 4. Candidate Travel              | actual cost                 |
| 5. Due Diligence Screening       | determined by pkg selection |

Shawnee Public Schools

District

Ch. Houch 1-24-25  
Board President Date

Stephanie Hyde 1-30-25  
OSSBA Search Consultant Date