



MCPHERSON & JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

WAUKEE COMMUNITY SCHOOL DISTRICT

Waukee, IA

Proposed Search Planning Calendar

Date

Time

Event

February 25, 2019

6:30 p.m. Board of Education Meeting

- Introductions
- Expectations
- Set calendar
- Identify selection criteria
- Board member contact information
- Identify District Point of Contact (POC)
- Discuss advertising media and dates
- Discuss any additional stakeholder (school/community) groups

Beginning February

Advertise the Position

- School board associations
- Administrator associations
- McPherson & Jacobson website
- AASA website (ASAP)
- Education Week online (ASAP)

**Week of March 11,
2019**

Stakeholder Group Meetings

<u>Date</u>	<u>Time</u>	<u>Event</u>
March 25, 2019	6:30 p.m.	Board of Education Meeting <ul style="list-style-type: none"> • Report on Stakeholder Meetings • Select interview questions • Determine interview procedures • Decide on compensation package
March 28, 2019		Closing date for applications
April 15, 2019	6:00 p.m	Board of Education Meeting <ul style="list-style-type: none"> • Meet with stakeholder group chairs • Review candidates • Select finalists • Review interview questions • Finalize Candidate Daily Interview Schedule • Finalize District Interview Schedule
Week of April 22, 2019		Interviews

WAUKEE SELECTION CRITERIA

- Possesses excellent leadership and visionary skills, with the ability to motivate others to quality performance; has the ability to instill trust and confidence in all aspects of the organization.
- Possesses strong management skills with demonstrated ability in problem solving, decision-making, and consensus building; has a thorough understanding of educational finance and budget processes and demonstrates the ability to maximize resources and manage expenses.
- Possesses strong personal and professional qualities including: honesty, integrity and trustworthiness that are the hallmarks of a quality educational leader.
- Has the ability to identify the strengths of others, build upon those strengths, and develop collaborative relationships. A positive team builder with the ability to achieve consensus and create a climate for positive risk-taking.
- Believe that student achievement is the highest priority and demonstrate a passion for learning as a proven instructional leader.