Hazard, Young, Attea and Associates, (HYA) began working with Boards more than thirty-five years ago to assist them in making the best leadership decisions possible and has successfully assisted with nearly 1,500 searches nationwide. Presently, HYA is represented by 100+ Associates from throughout the United States who assist with the firm’s mission to provide proactive, thorough, and quality assistance to school districts in need of identifying and recruiting highly qualified executives for superintendencies and other administrative positions.

Through the process of conducting searches across the country, HYA has successfully served more than half of the member school districts of the Council of the Great City Schools. HYA has served 14 of the 25 largest school districts in the country, as well as 44 of the nation’s 100 largest districts. The fact that the firm has assisted Boards and organizations with successful selections in more than 1,500 searches with student enrollment ranging from less than 500 students to upwards of 640,000 is no accident. Our search process has been developed and refined over the past 35 years.

**SCOPE OF SERVICES**



**Engage Phase**

* Conduct a Planning Meeting with the Board of Directors
* Community survey
* Focus Group/Town Hall Meetings to solicit input for various stakeholders in order to assess the needs, goals, and priorities of the district.
* Develop and present to the Board for approval, two documents; a *Leadership Profile Report* and list of *Desired Characteristics*;

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**Recruit Phase**

* Recruit candidates utilizing local, regional, and national networks
* Manage the applications and application process.
* Screen all candidates using the Board approved *Leadership Profile Report* and *Desired Characteristics.*
* Correspond with candidates regarding the search process, timeline, *Leadership Profile Report,* and *Desired Characteristics*.
* Conduct reference checks.
* Prepare application materials and written summaries of the qualifications of the slate of candidates for Board consideration.

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**Select Phase**

* Present a slate of candidates, the number of candidates to be determined by the Board during the Planning Meeting with a recommendation from HYA.
* Conduct the Interview Workshop and provide materials and protocols to ensure effective Board interviews.
* Schedule interviews for the Board with selected candidates, semi-finalists, and finalists.
* Develop interview questions for candidates based on Board selected topics, attend interviews, and facilitate Board discussion to narrow candidate pool after each round of interviews.

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**Transition Phase**

* Communicate with all unsuccessful candidates at the close of the search and the appointment of the new Superintendent.
* Hold a debriefing meeting with the new Superintendent and Board regarding information learned throughout the search process.