

Executive Search Service

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TO: Board of School Directors
Bethlehem Area School District

TOPIC: Superintendent Search Status Report

FROM: Executive Search Services

DATE: February 3, 2000

To date, advertisements have been placed in all the major trade publications such as:

- 1) a) The PSBA job posting web site and Education News magazines.
- b) The AASA (American Association of School Administrators) Job Target web site.
- c) Education Week web site (Jan. and Feb.) and two hard copy issues of Education Week publications.
- d) New Jersey Association of School Administrators job posting web site.
- e) New York State School Board Association's job posting web site.
- f) 50 key University Placement Offices. Many of these schools have posted the job on their job openings web sites.
- g) 650 job opening brochures have been mailed to every Intermediate Unit in the Commonwealth for distribution to Pennsylvania school administrators in each IU's service area.
- h) Brochures have been mailed to key school administration organizations in Pennsylvania.
- i) Brochures have been sent to urban educational administration program personnel at Harvard and Lehigh University as well as to the University Council for Educational Administration.
- j) The job has been advertised on Penn*Link throughout the Commonwealth.

- k) Your consultants have contacted people they know and have requested people who they believe have the skills needed to do a good job in Bethlehem Area School District to apply.
- l) The job has been posted in the schools in the Bethlehem Area School District.
- 2) a) As of February 3, 2010, we have had 16 requests for applications and a number of phone calls inquiring about the position. Additional ads will be posted with national organizations during the month of February.
- b) The district is on schedule regarding dissemination of information about the district and requests for applications. To date, half of the people who have requested applications are from Pennsylvania and the rest are from out of state.
- c) Once the application process closes on March 9, 2010, Executive Search Service consultants will meet with the Board, share information about the applicants, and the Board will identify candidates that they would like to interview.
- d) The interview process will be conducted in March and April.
- e) Executive Search Service will present information to the Board of School Directors regarding input received from the focus groups that they have met with.
- f) This information, coupled with the Board's knowledge of the district's needs, will be used to generate interview questions for the candidates.