

SUPERINTENDENT HIRING PROCESS

Note: since Jacque Collins is one of the applicants, she cannot be involved in any of the below steps, aside from attending public meetings (which anybody is free to attend).

1. Open job posting for Superintendent position (done as of May 17).
2. Top 5 to 7 applicants provided by each Board member to H.R. no later than July 6.
3. At special meeting scheduled for July 13, the Board will vote on which applicants (if any) move forward to Skype interviews. Board also votes on whether to re-open position or keep closed. It is possible that we decide not to move forward with any applicants, and if that is the case, we re-open the job posting.
4. If candidate(s) selected, conduct Skype interviews. Each applicant will be asked the same set of questions. A special panel conducts these interviews. Suggested panel consists of one board member (due to Sunshine Law), one principal, Lisa Sonego, and Vicki McAtee, but composition of panel is to be determined by the Board at 7/13 meeting.
5. During Skype interviews, some candidates will deselect themselves or certain deficiencies will become apparent to panel. The remaining candidates will be invited to Cape Coral for in-person interview.

IN-PERSON INTERVIEWS

Board will choose best date. This will be an intensive process, so we all need to clear at least one full day. Best to do while our schools are in session, so the candidate can get a feel for the atmosphere.

Top choices:

Thursday, August 24th through Saturday, August 26th

Thursday, September 7th through Saturday, September 9th

Day 1:

Candidates arrive by late afternoon

Evening informal "Meet and Greet" with stakeholders (parents, students, teachers, community) with light refreshments

Overnight at hotel

Day 2:

Board-selected teams of 1 teacher/1 principal to have breakfast and lunch with candidates (this depends on how many finalists we have)

School tours led by principal/teacher teams

“Speed date” Board members – sit down for 10-20 minutes with each Board member for an informal “getting to know you” session

Explore Cape Coral (either with Board member or on their own), dinner on their own

Overnight at hotel

Day 3:

AM special Board meeting. This would be either at the school (in the cafeteria?) or the Green Room, but preferably not in Council Chambers.

Conduct interviews with each candidate while others are sequestered – must ask each candidate the same questions. Work from a matrix (the City has one that we can use, or we can create our own)

Final selection vote by Board. The answer could VERY WELL be that we don’t like any of them, and we start over.

If we choose someone that day, we also need to vote on salary and contract terms. We will have options ready from Legal. We could use Nelson’s as a template, or we could start from scratch....

If job offered to finalist, it is tentative dependent on background check and reference check.

INTERVIEW QUESTIONS (for use during Skype interview and in-person interview)

What is your experience regarding standardized test score improvement?

How do you balance the need for students to do well on standardized test vs. being too focused on “teaching to the test”?

How will you establish partnerships with key stakeholders in the community?

Describe the importance of technology, both currently and in the future success of the students and schools.

How will you introduce yourself to administrators and instructional staff?

What process will you go through to learn about our school system and our community?

Describe your experience with implementing policies and procedures, and/or bringing current policies/procedures up to date.

Are you familiar with the Charter School Governing Board’s relationship to the City of Cape Coral?

How would you deal with a political situation between the Board and City Council?

How do you handle difficult and persistent students?

Describe your experience with calming the fears of parents and students when a lot of changes have occurred in individual schools and systemwide.

Describe your experience with calming the fears of teachers and staff when a lot of changes have occurred in individual schools and systemwide.

Describe any experience regarding securing grants.

How would you motivate school system employees through extreme change?

Give specific examples of budgeting proficiency and success.

What quantifiable data would you use to demonstrate that our system was progressing beyond exemplary?

What would you do to ensure continuous improvement for all children in this system?

What plan of action would you develop if one of our schools received a lower score than in prior years?

What expectations do you have of the Governing Board? What role do you believe they should play in maintaining our schools' exemplary status?

How will you further involve the parents and business community in our system?

How will you inform the Board and the community about the progress that the district is making?

How will you motivate, train, supervise, and evaluate principals to be instructional leaders?

Are you a risk taker? Describe a previous situation where you have taken risks and succeeded or failed.

Describe your greatest accomplishment in which you facilitated successful student performance district- or system-wide.

In a budget crunch, which area would you most likely cut funding first: food service, extracurricular activities, core academics, community outreach, transportation, or the arts?