



**Nebraska Department of Education**

**Kick-Off Meeting and Documents**

**6/3/2013**



**NEBRASKA DEPARTMENT OF EDUCATION**



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## NDE BOARD MEETING AGENDA – JUNE 6, 2013

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- Goals and Vision for Nebraska Department of Education—Board Chair
- Introductions of Department and Board Members—Board Chair
  - Role of Proact Search
    - Stakeholder Engagement
      - Proact will meet face-to-face with NDE personnel
      - Proact will create an online survey that will be posted on the Proact Search website, as well as the NDE website.
      - Board Members will meet with the following, as part of stakeholder engagement:
        - Legislators
        - Governor
        - Policy Partners
        - The same questions asked of NDE Personnel, Board Members, and on the survey will be asked of the aforementioned groups.
      - Proact will draft Stakeholder Engagement Report & Draft Position Profile
    - Marketing and Recruiting
    - Presentation of Candidates
      - Proact will present top 8-12 candidates to the search committee for consideration
    - First Round Confidential Interviews
      - Semi-finalists will be interviewed by search committee
    - Finalist Public Interviews and Activities
      - Finalist candidates will be interviewed by the full board
    - Site Visits
      - Site visits may be done for finalist candidates
  - Timeline for Search
  - Communications Plan
  - Next Steps
    - Schedule One-On-One Interviews with Board Members
    - Schedule Departmental Meetings

## NEBRASKA COMMISSIONER SEARCH PROPOSED WORK PLAN

Proposed Tasks	Proposed Timelines
1. Meet with Nebraska Department of Education Search Committee and State Board to launch search.	May 23, June 6, 2013
2. Prepare materials, research recruiting targets, both within K12 and outside of the field; determine marketing and recruiting strategy and avenues; conduct other activities as identified by the client; develop ad plan and draft ad copy.	Ongoing
3. Stakeholder Engagement Activities: Board One-on-One Interviews, NDE Staff Stakeholder Meetings, One-on-One Stakeholder Meetings, Community Meetings, Online Survey. (Proact On Site)	June, 2013
4. Stakeholder Engagement Report; Draft Position Profile (Proact On Site); Finalize Position Profile	August 8 or 9, 2013
5. Marketing and Recruiting: Based on final position profile/job description <ul style="list-style-type: none"> <li>• Local/state regional/national newspapers</li> <li>• Other education publications and websites</li> <li>• E-mails, letters, calls, and face to face visits to referral sources and potential candidates</li> </ul>	Ongoing
6. Requested application due date.	Nov. 15-Nov. 30, 2013
7. Pre-screen, screen and interview applicants using position profile/job description.	Nov. 15-Nov. 30, 2013
8. Present confidential candidate materials to search committee for review and determination of those semi-finalists to interview. This will include top 8-12 candidates. Candidate materials will be sure to include public domain checks, criminal background checks, validation of credentials, and reference checks with references provided by candidates, the Board, and other involved parties. (Proact On Site)	December, 2013
9. Search committee conducts initial interviews with semi-finalists. (Proact On Site)	December, 2013
10. Determine finalists and use Baker-Eubanks to conduct comprehensive background checks as well as have candidates complete the Hogan Leadership Assessment.	December, 2013
11. Full Board Interviews with up to 4 finalists, public interviews, site visits. (Proact On Site)	December, 2013
12. Name new State Commissioner of Education.	January, 2014 (special meeting)

## NEBRASKA COMMISSIONER SEARCH PROPOSED ADVERTISING PLAN

Description	Details	Total Estimate
Direct Recruitment of Midwest Administrators (IL, IN, WI, MI, MO, IA, MN, OH)	<i>Supts/C-level Administration</i>	\$0
Direct Recruitment of NE Administrators (NY, NJ, PA, MD, DE, VA, WV, MA, CT, NH, VT, ME, RI)	<i>Supts/C-level Administration</i>	\$0
Direct Recruitment of SE Administrators (KY, NC, SC, GA, TN, AL, FL)	<i>Supts/C-level Administration</i>	\$0
Direct Recruitment of South Administrators (MS, LA, AR, OK, TX)	<i>Supts/C-level Administration</i>	\$0
Direct Recruitment of West/SW Administrators (NM, AZ, CA, NV, OR, WA)	<i>Supts/C-level Administration</i>	\$0
Direct Recruitment of Mid-State Administrators (MO, ND, SD, NE, KS, WY, UT, CO)	<i>Supts/C-level Administration</i>	\$0
AASA Job Bulletin	<i>30 day listing</i>	\$575
EdWeek	<i>Newspaper + Website, 30 days</i>	\$2,051.68
LinkedIn	<i>30 day listing</i>	\$195-\$300
Career Builder Website (USA Today)	<i>30 day listing</i>	\$419
Association of Latino Administrators and Supts.	<i>6 week web posting</i>	\$100
Private School Networks		Included
PROACT Search's Web Site + Blog	<i>5000 views/month</i>	Included

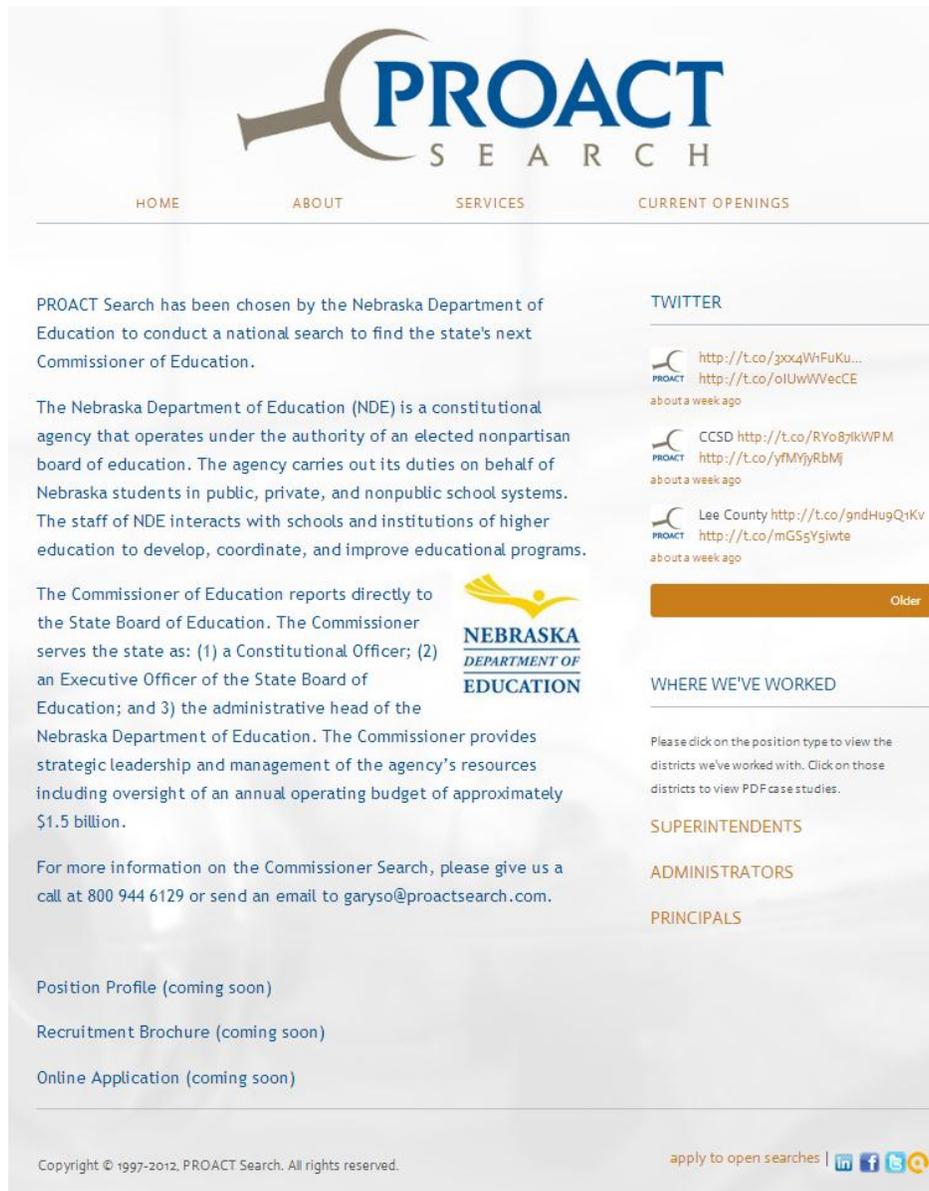
The Commissioner Vacancy will also be posted in the following regional newspapers: Chicago Sun Times, Omaha World Herald, Lincoln Journal Star, Kansas City Star, Denver Post, Des Moines Register. Proact will work to identify online and print costs, and submit costs to committee for review and approval prior to placement.

# NEBRASKA COMMISSIONER SEARCH WEBSITE MOCKUP

A website will be created just for this search. This will be a single point of information for stakeholders and candidates to apply. The site will be launched and updated as information is generated.

This site also affords the visitor to send this site via email, social networks or blogs.

<http://www.nebraskacommissioner.com/>



**PROACT SEARCH**

HOME ABOUT SERVICES CURRENT OPENINGS

PROACT Search has been chosen by the Nebraska Department of Education to conduct a national search to find the state's next Commissioner of Education.

The Nebraska Department of Education (NDE) is a constitutional agency that operates under the authority of an elected nonpartisan board of education. The agency carries out its duties on behalf of Nebraska students in public, private, and nonpublic school systems. The staff of NDE interacts with schools and institutions of higher education to develop, coordinate, and improve educational programs.

The Commissioner of Education reports directly to the State Board of Education. The Commissioner serves the state as: (1) a Constitutional Officer; (2) an Executive Officer of the State Board of Education; and 3) the administrative head of the Nebraska Department of Education. The Commissioner provides strategic leadership and management of the agency's resources including oversight of an annual operating budget of approximately \$1.5 billion.

For more information on the Commissioner Search, please give us a call at 800 944 6129 or send an email to [garyso@proactsearch.com](mailto:garyso@proactsearch.com).

Position Profile (coming soon)

Recruitment Brochure (coming soon)

Online Application (coming soon)

**TWITTER**

 <http://t.co/3xx4WtFuKu...>  
<http://t.co/oIUwWVcCE>  
about a week ago

 CCSD <http://t.co/RYo87jkWPM>  
<http://t.co/yfMYfyRbMj>  
about a week ago

 Lee County <http://t.co/gndHugQ1Kv>  
<http://t.co/mGS5Y5iwte>  
about a week ago

Older

**WHERE WE'VE WORKED**

Please click on the position type to view the districts we've worked with. Click on those districts to view PDF case studies.

**SUPERINTENDENTS**

**ADMINISTRATORS**

**PRINCIPALS**

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