

Administrator Assistance

Superintendent Search

Administrator Assistance knows the importance of finding a quality person to be the superintendent of a school corporation. For many school boards, this may be something you do once in your lifetime. AA can help you through the process from the beginning to the end. Our brochure explains how and what we do.

1. Meet with the Board to review the type of candidate that is of interest to the Board.
2. Review all applications and evaluate their answers to the five questions that are a part of the application.
3. Set up interviews for the Board.
4. Administrator Assistance will receive all applications and make copies for the Board to review. The Board will decide who they want to interview and Administrator Assistance will set up the times and dates for the interviews.
5. Will help narrow down to the top three candidates.
6. Will do initial reference and background checks.
7. Will go over salary and fringe benefit package as is determined by the Board.
8. Will assist new superintendent for one year.
9. Set and attend all interview sessions.
10. Work with Board on appropriate interview questions.
11. Will set up and attend community meetings as needed
12. Will do follow up training with the new superintendent for up to one year unlimited phone calls.

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www.administratorassistance.com

What Administrator Assistance Offers in Superintendent Searches

- Quality and professional guidance
- Wisdom of hundreds of combined years of successful superintendent tenures...proven track record of success
- AA offers any degree of professional help from guidance, Professional packets to aid in Board searches, to 100% Service: All search services are 100% negotiable depending on the degree of service rendered
- Writing superintendent contracts for the Board
- One year free follow-up to ensure new superintendent success
- Mentoring for the Superintendent
- Mentoring for a Board and its role in relationship to the Superintendent
- Complete background checks on all candidates
- Complete reference checks on all candidates
- Salary parameter worksheet for Board consideration along with state averages to use as guidelines in salary negotiations with the new Superintendent
- Board/Superintendent ethics training
- Mission statements
- Desired candidate parameters
- Any other services desired
- Others as needed