



EXECUTIVE Search Services



OSBA executive search services handles the details so board members can focus on choosing the best person for the job.



You, as the board,
are the client, and
you are in charge.

Oregon School Boards Association customizes every search to meet the needs of your board and your community.

OSBA consultants and staff work alongside your board to facilitate the process, advise and handle the many details of this critical task swiftly and professionally.

Selecting a chief executive officer is the board's **most important job.**

OSBA helps you find the best candidates for the position by providing an experienced, well-informed consultant to guide the board through each step of the search process.

- The responsibilities of the board and the consultant are clearly outlined.
- The board is provided with the necessary training and selection tools.
- The board has the opportunity to review candidate applications, conduct interviews and see candidates in action with their home community and staff members. We stick with you until the ideal candidate is found.
- The consultant handles all correspondence with applicants.

BUILD A SOLID FOUNDATION

A SOLID TRANSITION PROGRAM (6 hours)

Because the first year is so critical for setting the tone of professional relationships, OSBA, in conjunction with the Coalition of Oregon School Administrators (COSA), provides a unique collaboration designed to support the superintendent and board. OSBA will meet with you and your new executive to:

- Review your district's vision, mission and goals (strategic plan) with the new board and superintendent team;
- Design effective communication and PR strategies to introduce your new executive to the community;
- Discuss the roles and responsibilities of the board and executive;
- Create an effective operating agreement;
- Establish/review the executive's performance evaluation system and timeline.

Since 1984, OSBA has helped boards hire more than 500 executives for Oregon school districts, education service districts, community colleges and other agencies. Our executive search services are the most comprehensive, experienced and successful in Oregon.

We know and serve the state of Oregon better than anyone in the business. We are committed to your success!

STEPS IN THE SEARCH PROCESS

HIRE OSBA TO CONDUCT THE SEARCH

- The board identifies a person to be point-of-contact for the consultant.
- We guide you in getting the process started.

COMPLY WITH OREGON'S PUBLIC MEETINGS LAW

- Our consultants review applicable requirements with the board.
- OSBA is a trusted partner in helping boards meet their legal obligations.

DEVELOP A SEARCH CALENDAR

- Your consultant will develop a customized search timeline that will be adopted in a public meeting.

DETERMINE A PROCESS FOR INTERNAL APPLICANTS

- The board decides whether internal applicants follow the same application process or are guaranteed an interview.
- The board establishes the internal process in a public meeting.

IDENTIFY THE QUALITIES AND QUALIFICATIONS FOR THE NEW CHIEF EXECUTIVE OFFICER

- The consultant gathers input from staff, community members and the board regarding desired qualities and qualifications, compiles input and reports to the board.
- The board adopts a statement of desired qualities and qualifications.

PREPARE ELECTRONIC SEARCH FLYER

- The board or its designee provides flyer content.
- We design a high quality electronic flyer and two comprehensive digital marketing campaigns.
- We post the flyer on the OSBA website and share via social media.
- Additional marketing fees may apply at actual costs.

KEEP YOUR COMMUNITY UP TO DATE

- The board announces the position and search calendar through normal board practices.
- OSBA drafts press releases in the finalist phase.

RECRUITING/ADVERTISING

- We promptly distribute a notice of vacancy to over 40,000 candidates and educational organizations throughout the United States, especially in the West.
- OSBA also actively recruits viable candidates with direct email communication and telephone calls.

REVIEW AND DISCUSS CONTRACT

- The board discusses the contract in a public meeting and delegates the responsibility for negotiating a contract to an attorney or board member.

"After the extensive hiring process, I believe the board knows more about me than I know myself."

New superintendent when asked to tell the school board audience a little about himself

“We might have thought, once our selection was made, the executive search process was over, but no, it was not. Impressively, it became clear that you wanted the board-superintendent relationship to get off on a good track and were eager to teach us processes to meet that goal. By helping us outline board expectations of the superintendent, and superintendent expectations of the board; by helping us set priorities for the new superintendent’s first three months, and by reviewing basic boardsmanship with us, we are on a far firmer footing than we would otherwise have been.”

Pleasant Hill School Board chair

CONSULTANT RECEIVES APPLICATIONS

- Applications are submitted electronically through an application portal called Revelus.

SCREEN APPLICATIONS

- The board selects a screening panel to review applications and recommend candidates for interviews.
- The consultant trains the screening panel on applicant screening in a public meeting.
- Screening panel members individually and confidentially review applications and recommend candidates for the board to interview in executive session.

SELECT APPLICANTS TO INTERVIEW

- The board conducts interviews in executive session.

SELECT FINALISTS

- The board selects a limited number of finalists in executive session to continue in the process.

CHECK REFERENCES

- The consultant trains board members to conduct legal and informative reference checks.
- Two or more board members check the references of finalists.

FACILITATE ON-SITE FINALISTS’ PROCESS

- Finalists spend a day meeting with staff and community members and visiting each school or campus.

SELECT “FIRST CHOICE” CANDIDATE

- The board conducts final interviews, if desired (in executive session or public meeting).
- The board selects a “first choice” candidate all board members can support.

NEGOTIATE CONTRACT

- The board or its designee negotiates the final contract with the “first choice” candidate per previously determined contract parameters.

ANNOUNCE SELECTION

- The board votes to hire the candidate, approves the contract in a public meeting and announces its selection to the community.

TRANSITION PROGRAM

- Prior to July 1, the consultant meets with the new superintendent and board to create a transition plan for establishing a solid foundation for this new leadership team. The first 3-6 months will be strategically mapped out to insure the success for all!



OUR GUARANTEE

- One-year guarantee from executive contract signing.
- Original search during peak period.
- Transition plan completed within 6 months.
- Notify OSBA by Oct. 30 for new search under guarantee.
- Additional fees for marketing may apply.

EXECUTIVE SEARCH FEES

- Executive search fees are based on student enrollment.
- Consultant travel time and expenses and reimbursements to candidates or board members are additional.
- The consultant estimates at least four to seven trips to the district: three to five trips for the search process and two trips to identify board/superintendent expectations, goal process, superintendent evaluation and assist with transition plan. The consultant's mileage, meals and lodging are billed separately as actual expenses. Travel time will be billed at an hourly rate.
- If a board conducts its own search, an OSBA consultant can meet with the board to discuss the process; consultant travel time and expenses are the only charges. Additionally, there will be expenses for the self-directed search manual, as well as any travel and posting costs, if applicable.

INTERIM EXECUTIVE SEARCH ASSISTANCE

- If it's too late in the year to conduct a full search, OSBA can help boards find an interim executive.
- An OSBA representative will speak with the board to discuss the process and will furnish a list of potential interim candidates, charging only travel time and expenses, if presented in person.
- If the board would like further assistance with the interim process, OSBA's fee will be at an hourly rate.
- If OSBA conducts the full search for a new executive the following year, the interim costs incurred will be deducted from the fee for the full search.

PRICES VARY BASED ON ADM.

SMALL DISTRICT EXECUTIVE SEARCH ASSISTANCE

Includes manuals, phone support, meetings.

OSBA OFFERS À LA CARTE TRANSITION SERVICES

JOB POSTING SERVICE

Individual posting of position on OSBA website. *Packages available.*

CONTACT US



Vince Adams

Executive search coordinator

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Vince Adams joined OSBA in April 2020 and served on the Corvallis School Board from 2013 to 2021. His career spans a service in the U.S. Navy, working in emergency medical services and business management. He has conducted a variety of executive searches.

Vince believes that effective school board governance is fundamental to student outcomes and exists at the intersection of high value information, well-articulated values and collaborative decision-making processes. He strives to keep students at the center as he seeks to empower school boards across Oregon.

Vincent earned a bachelor's degree with honors in environmental science and a master's degree in public policy at Oregon State University.



Jenn Nelson

Board development specialist
Executive search consultant

503-588-2800 | jnelson@osba.org

Jenn Nelson joined OSBA in April 2022 with a wide range of experience in board and local government operations and policy.

Jenn is passionate about supporting and elevating the role of administrative professionals. She believes that the biggest decision a school board makes is selecting a superintendent. Through her passion to support and facilitate that process, she hopes to help strengthen board-superintendent relations and establish school structures that lift student achievement and break down barriers.

Jenn earned her bachelor's degree with honors in English literature from Arizona State University.



Reggie Glenn

Board development
administrative analyst

503-588-2800 | rglenn@osba.org

Reggie Glenn joined OSBA in October 2024, delivering a well diverse background and professional experience within the administrative field.

Reggie is truly excited about becoming a valued asset to the Board Development team. He is passionate about coordinating the training and service needs for our school districts, which in return provides high-quality education for our children.

Reggie earned his bachelor's degree with honors in business administration from DeVry University San Diego.



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OSBA is an active member
of the National Affiliation of
Superintendent Searchers (NASS)