

# Gregory Floyd & Associates, Inc

## Consultant Responsibilities and Scope of Work

- Prepares contract for school authorization.
- Reviews with the Search Committee and Board of Trustees the detailed sequence of the search process.
- Conducts site visit(s) to the school to meet with the Search Committee, administrators, faculty, students and all major stakeholders (parents, trustees, alumni/ae and major donors, if appropriate).
- Develops with the Search Committee the search timeline and key dates.
- Advises the Search Committee on a communications plan for the broader community.
- Advises about constituency survey, if appropriate.
- Finalizes the position description with the Search Committee.
- Recruits candidates from a national and international pool of educational leaders, using referrals from sitting Heads and the firm's database as resources.
- Contacts national and regional associations and professional organizations.
- Determines application deadline.
- Advertises in appropriate venues, both print and digital.
- Sends position statement to all qualified candidates.
- Cultivates the leading candidates.
- Works with candidates to insure their paperwork/response to the profile document is most suitable for the opportunity.
- Interviews all viable candidates.
- Carries out initial reference checks on candidates.
- Works with Search Committee Chair(s) to determine a list of top candidates for consideration by the Committee.
- Collates materials for candidate files for the Search Committee.
- Provides additional information to the Search Committee on the candidates, based on consultant's interviews and reference-checking.
- Facilitates the discussion of and selection of semi-finalists (typically 6 – 10).
- Contacts all semi-finalists and follows up with all candidates not chosen.
- Guides the Search Committee on the best interview format and questions.
- Thoroughly prepares semi-finalists for school visits and provides any additional information they need.
- Attends semi-finalist interviews with the Search Committee as appropriate.
- Assists with Search Committee deliberations following semi-finalist interviews to winnow the pool to 2 – 3 finalists.
- Advises the Search Committee on the format, agenda and schedule for the finalists' visits and interviews.
- Contacts all finalists to prepare them for school visits and to provide any additional information they need to strengthen their interest in the school.
- Advises the Search Committee on deep reference-checking.
- Assists the Search Committee with the following --
  - Final deliberations, following exit interviews, to select nominee
  - Negotiations and letter of agreement with the successful candidate
  - A plan for presenting the successful candidate to the Board for approval
  - Announcements to the school and broader community, and
  - Advice about contacting the other finalists
- Advises and coaches the Search Committee on successful transition practices.