

Search Process for School or Network President

1. The school, via the Board of Directors Chairperson, notifies the Superintendent of Schools of the pending vacancy.
2. The school, under the direction of the Board of Directors, conducts an internal analysis to identify key attributes, skill sets, and position roles/responsibilities desired in the ideal candidate.
3. The school conducts an internal review of the current position description and modifies the description as needed to clarify the roles and responsibilities of the position.
4. Upon completion of the internal review, the school contacts the Office for Schools. The Office for Schools will refer the school to consult with other offices within the Archdiocese of Milwaukee as needed.
5. The school must consult with the Superintendent of Schools prior to engaging or contracting with a search firm.
6. The school creates and posts a notification of the position opening. Suggested sites include:
 - a. Archdiocese of Milwaukee
 - b. Surrounding dioceses: Chicago, Green Bay, Madison, La Crosse, Superior
 - c. National Catholic Education Association (NCEA)
 - d. WECAN
 - e. Alliance for Catholic Education – University of Notre Dame
7. The school establishes a search committee to define its process for:
 - a. Committee membership
 - i. 5 – 8 total members
 - ii. Representative of the Office for Schools (Advisory, non-voting membership)
 - iii. Representative of constituency groups (recommended):
 1. Current / past board of director members
 2. Current Pastor of a supporting parish
 3. Current parent (could be a BOD member)
 4. School supporter / donor – be cautious of potential “agenda” of a donor
 5. Community member at-large who is supportive of school mission
 6. Non-voting members
 - a. Current administrator or teacher leader
 - b. Determine method for search committee to arrive at recommended candidate:
 - i. Unanimous consent
 - ii. Simple majority vote
 - iii. 2/3 or 3/4 majority vote
 - iv. Other

- c. Determine timeline for completing the process
 - d. Collect and screen applicants
 - e. Select applicants to interview
 - i. Number of applicants will vary
 - ii. Number of “rounds” of interviews will vary
 - iii. Candidate forums with other relevant groups for advisory input, such as:
 1. Parents
 2. Faculty & staff
 3. Supporters / donors
 4. Community members
 - f. Conduct preliminary reference checks
8. The search committee conducts the requisite number of interviews.
 9. Extensive reference checks completed for potential finalists.
 10. The search committee recommends a finalist, or finalists, for the position to the Board of Directors.
 11. The Board of Directors recommends the final candidate for the position.
 12. The Board of Directors, via its Chairperson, presents the candidate for the position to the Superintendent of Schools.
 13. The Superintendent of Schools interviews the candidate for the position.
 14. The Superintendent of Schools discusses the candidate with the Board of Directors Chairperson.
 15. The school extends as offer contingent on final approval of the Archbishop of Milwaukee and the candidate passing the background check.
 16. The candidate accepts or declines.
 17. The Superintendent of Schools presents the candidate for the position to the Archbishop of Milwaukee.
 18. The Archbishop of Milwaukee approves or vetoes the candidate for the position.

Internal Candidates:

- An Internal candidate is someone currently employed by the school. A candidate employed by another Catholic school in the Archdiocese of Milwaukee is not considered an internal candidate.
- Internal candidates who are qualified for a position should be welcomed to apply.
- Internal candidates should go through the same hiring process, including interviews, as external candidates.