

## SUGGESTED TIMELINE

### OXFORD PREPARATORY ACADEMY EXECUTIVE DIRECTOR SEARCH, 2017-18

Timeline is flexible based on Board direction

MONTH/PHASES	DATES	EVENT
NOV 2017	November 30	<i>Board receives proposal</i>
JAN/FEB 2018 <b>(Phases 1-4)</b>	January 11	<i>Board meets with consultants and determines characteristics, skills &amp; qualities desired in a new Executive Director, and establishes timeline and procedures for superintendent selection</i>
	Early February	Consultants meet with staff and community designated by Board to receive input; online survey is posted to district website
	February	Consultants begin identifying candidates; Development and posting of recruitment materials and Position Description
	Late February	Advertising and active recruitment Ad appears in State Journals and EdCal (two consecutive weekly publications)
March/April 2018 <b>(Phase 5)</b>	Mid March	Deadline for applications
	Late March	Consultants complete comprehensive reference and background checks on applicants
	Early April	<i>Board meets with consultants, reviews all applications and selects finalists to be interviewed</i>
APRIL/May 2018 <b>(Phases 6-8)</b>	Mid April	<i>Board interviews finalists</i>
	Late April	<i>Board visits community of leading candidate; Board offers contract</i>
	April/May	<i>Board approves Executive Director contract at a <b>regularly scheduled</b> board meeting</i>
FINAL <b>(Phase 9)</b>	July 1 or as mutually agreed	New Executive Director begins



## LEADERSHIP ASSOCIATES AGENDA

Oxford Preparatory Academy  
Board of Directors  
1/11/18

Members of the Board should be prepared for the following:

### Open Session

- 1) Personal and Professional characteristics the new Executive Director should possess
- 2) Oxford Preparatory Academy strengths/sources of pride
- 3) Challenges facing Oxford Prep and/or issues the new Executive Director will need to address
- 4) Board recommendations on community and staff groups the consultants should meet
- 5) Establish a timeline
- 6) Board protocols during search
- 7) Other matters the Board may wish to discuss

### Closed Session

- 1) Discuss possible candidates.



## OXFORD PREPARATORY ACADEMY EXECUTIVE DIRECTOR SEARCH ONLINE SURVEY 2017 SURVEY OPENS [DATE]; [DATE], 2018

### Introduction

The Oxford Preparatory Academy Board of Directors is asking for your help in selecting the next executive director. We have requested that the consultants from Leadership Associates, who are assisting the Board with the search, conduct an online survey to solicit input from students, staff, parents, and community.

The following survey asks you to respond to several critical questions. The information generated from this survey will be used to develop a profile which indicates desired qualities and characteristics in the next executive director. It will also guide the recruitment and reference checking process as well as development of questions for the interview. The survey also seeks your perspectives on District strengths, challenges, and our community. Consultants will compile a report summarizing survey results and share it with the Board.



**OXFORD PREPARATORY ACADEMY  
EXECUTIVE DIRECTOR SEARCH ONLINE SURVEY 2017  
SURVEY OPENS [DATE]; [DATE], 2018**

**BACKGROUND INFORMATION**

PLEASE TAKE A MOMENT TO PROVIDE THE FOLLOWING INFORMATION:

**1. My perspectives come from being a (check all that apply):**

- Parent/Guardian
- Student
- Community Member
- Teacher
- Classified Employee
- Administrator
- Other Certificated
- School Volunteer
- Public Official
- Business Owner / Partner
- Non-Profit Staff / Board



**OXFORD PREPARATORY ACADEMY  
EXECUTIVE DIRECTOR SEARCH ONLINE SURVEY 2017  
SURVEY OPENS [DATE]; [DATE], 2018**

**ACADEMY STRENGTHS & CHALLENGES; COMMUNITY**

**2. What do you see as the strengths of Oxford Preparatory Academy?**

**3. What do you see as the major challenges which will confront our new executive director?**

**4. What is important for our next executive director to know about our community?**

**5. Please add any other qualities and characteristics which you think are important for our next executive director to possess.**



**OXFORD PREPARATORY ACADEMY  
EXECUTIVE DIRECTOR SEARCH ONLINE SURVEY 2017  
SURVEY OPENS [DATE]; [DATE], 2018**

**DESIRED PROFESSIONAL EXPERIENCE**

**6. Please rank, in order of importance between 1 and 7, (1 being the most important), the following professional experiences that you believe are most important for the next executive director to possess, as they relate to the needs of the Academy.**

<input type="checkbox"/>	<input type="text"/>	Experience in California public education, either teaching and/or site administration
<input type="checkbox"/>	<input type="text"/>	Experience as an executive director or assistant director
<input type="checkbox"/>	<input type="text"/>	Experience as a leader in a comparable education organization
<input type="checkbox"/>	<input type="text"/>	Experience in oversight of education organization finances, budgets, and business management
<input type="checkbox"/>	<input type="text"/>	Experience in management of school facilities
<input type="checkbox"/>	<input type="text"/>	A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children of poverty
<input type="checkbox"/>	<input type="text"/>	Bilingual



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DESIRED PROFESSIONAL LEADERSHIP CHARACTERISTICS

7. Please rank, in order of importance between 1 and 7, (1 the being most important), the following professional leadership characteristics that you believe are most important for the next executive director to possess, as they relate to the needs of the Academy.

<input type="checkbox"/>	<input type="text"/>	Is a strong instructional leader who will maintain and improve the student achievement gains made thus far
<input type="checkbox"/>	<input type="text"/>	Will bring the entire community together toward a strong vision of student achievement
<input type="checkbox"/>	<input type="text"/>	Will place the highest priority on safe environments for students and staff
<input type="checkbox"/>	<input type="text"/>	Has strong human relations skills and is a "people person"
<input type="checkbox"/>	<input type="text"/>	Will be accessible to parents and staff
<input type="checkbox"/>	<input type="text"/>	Will be highly visible at our schools and community events
<input type="checkbox"/>	<input type="text"/>	Has the ability to coach and develop potential leaders within the organization, and create a strong, cohesive working team



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DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 7, (1 being the most important), the following personal characteristics that you believe are most important for the next executive director to possess, as they relate to the needs of the Academy.

<input type="checkbox"/>	<input type="text"/>	Decisive
<input type="checkbox"/>	<input type="text"/>	Organized
<input type="checkbox"/>	<input type="text"/>	Approachable
<input type="checkbox"/>	<input type="text"/>	Democratic
<input type="checkbox"/>	<input type="text"/>	Receptive to ideas
<input type="checkbox"/>	<input type="text"/>	Imaginative
<input type="checkbox"/>	<input type="text"/>	Pragmatic