

**EDUCATION ACCESS STRATEGIES, LLC** **EAS**  
**Alternative Search Consultant Models**

<b>THE COACHING MODEL</b>		<b>THE ASSISTING MODEL</b>		<b>THE CONDUCTING MODEL</b>	
<p><b>The Consultant</b></p> <ul style="list-style-type: none"> <li>→Guides Strategic Thinking re: needs, ideal leadership;</li> <li>→Defines process;</li> <li>→Provides sample documents;</li> <li>→Develops candidate pool;</li> <li>→Serves as person of first contact for most (or all) candidates;</li> <li>→Interacts primarily with the Search Committee Chair.</li> </ul>	<p><b>The School</b></p> <ul style="list-style-type: none"> <li>○Identifies people to serve on two committees;</li> <li>○Handles writing, logistical, and clerical functions, such as—</li> <li>○Preparation and placement of position postings and “Profile for Candidates”;</li> <li>○Mailings about the search;</li> <li>○Preparation and maintenance of files;</li> <li>○Committee functions and communications;</li> <li>○Record-keeping, note-taking;</li> <li>○Arrangements of candidate visits;</li> <li>○Comprehensive reference and background checks for semi-finalists and finalists;</li> <li>○Other clerical assistance as described in pages 8-12 of the Search Handbook.</li> </ul>	<p><b>The Consultant</b></p> <ul style="list-style-type: none"> <li>→Guides Strategic Thinking re: needs, ideal leadership;</li> <li>→Defines process;</li> <li>→Provides sample documents;</li> <li>→Oversees efforts of two group;</li> <li>→Develops candidate pool;</li> <li>→Interacts extensively with candidates;</li> <li>→Compiles dossier on each candidate ready for discussion;</li> <li>→Facilitates meetings to identify semi-finalists and later finalists;</li> <li>→Guides the school’s preparation for candidates’ visits;</li> <li>→advises school on semi-finalist and finalist background checks;</li> <li>→Offers insight if requested about contractual matters;</li> <li>→Interacts primarily with Search Committee Chair and, as appropriate, with Board Chair.</li> </ul>	<p><b>The School</b></p> <ul style="list-style-type: none"> <li>○Identifies people to serve on two committees;</li> <li>○Handles writing, logistical, and clerical functions, such as—</li> <li>○Preparation and placement of position postings and “Profile for Candidates”;</li> <li>○Mailings about the search;</li> <li>○Preparation and maintenance of files;</li> <li>○Committee functions and communications;</li> <li>○Record-keeping, note-taking;</li> <li>○Arrangements of candidate visits;</li> <li>○Most reference and background checks;</li> <li>○Other clerical assistance as described in pages 8-12 of the Search Handbook.</li> </ul>	<p><b>The Consultant</b></p> <ul style="list-style-type: none"> <li>→Guides Strategic Thinking re: needs, ideal leadership;</li> <li>→Defines process;</li> <li>→Prepares search documents;</li> <li>→Places position postings and “Profile” for maximum attention;</li> <li>→Oversees efforts of two groups and orchestrates their interactions;</li> <li>→Recruits candidates;</li> <li>→Interacts extensively with candidates;</li> <li>→Handles preliminary candidate screening;</li> <li>→Prepares candidates, as appropriate, for visits;</li> <li>→Collects reference information and guides committees’ efforts with appropriate checks;</li> <li>→Facilitates discussion of candidate strengths, weaknesses, and needs;</li> <li>→Assists with crafting of job offer and contract;</li> <li>→Advises, if requested, about negotiations with the chosen candidate;</li> <li>→Advises about new Head announcements;</li> <li>→Helps new Head prepare “One Hundred Days Plan.”</li> </ul>	<p><b>The School</b></p> <ul style="list-style-type: none"> <li>○Identifies people to serve on two committees;</li> <li>○Supports clerical and logistical needs of the search (as described in pages 8-12 of the Search Handbook);</li> <li>○Reviews documents;</li> <li>○Arranges candidate visits;</li> <li>○Assists with semi-finalist reference checks;</li> <li>○Makes information available as needed during the search.</li> </ul>
<p>Typically requires 9-18 months.            Meetings: Consultant conducts 1 set of meetings            Call to discuss professional fee schedule</p>		<p>Meetings: Consultant conducts 4 sets of meetings            Call to discuss professional fee schedule</p>		<p>Meetings: Consultant conducts 5 sets of meetings            Call to discuss professional fee schedule</p>	

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