



Dr. Edward J. Albert

Executive Director of Pennsylvania
Association of Rural and Small Schools

ealbert@parss.org

717-587-3521

Scope of Service

The scope of service to be performed by the Consultant is represented by the following major elements and tasks:

- Conduct initial meetings with the Board to outline procedures and establish expectations.
- Provide the Board with weekly updates on the progress of the search process.
- Design and analyze an online superintendent characteristic survey to gather input from staff, parents, and the community.
- Create and publish job advertisements to attract qualified candidates.
- Develop a comprehensive application form tailored to the position requirements.
- Provide a detailed checklist for reviewing applications, with additional responsibilities delegated to the district.
- Receive and review all applications for completeness and compliance with required certifications and clearances.
- Perform preliminary reference checks for viable candidates and submit all applications and the candidate list to the district.
- Notify Board-selected candidates of interview schedules and coordinate logistics.
- Prepare the Board for interviews with selected candidates and assist in notifying non-selected applicants.
- Facilitate the organization of district visits for finalists, if desired.
- Support the Board in extending offers to the selected candidate and negotiating contract terms.
- Incorporate video screenings into the interview process to enhance candidate

Video Screening - Unique to PARSS Superintendent Searches

- ✓ Exclusive video screening allows boards to preview candidates before in-person interviews
- ✓ Unique video platform respects the time of board members and ensures only top candidates are granted in-person interviews
- ✓ Enhances board engagement in screening

The position will be advertised on the PARSS and PSBA websites, as well as in local newspapers. As PARSS Executive Director, I actively recruit and encourage qualified individuals to apply. With recent search experience in districts like Blackhawk, Bermudian Springs, Wyalusing, McKeesport, and Upper Adams, I am dedicated to finding the best candidate for your district.

WHY PARTNER WITH EDWARD ALBERT?

- Extensive experience conducting superintendent searches for districts of all sizes, including Intermediate Units (IUs).
- Prioritizes availability and responsiveness to meet the Board's needs effectively.
- Exceptional communicator with strong organizational skills to ensure a seamless search process.
- Delivers cost-effective, high-quality searches tailored to the district's requirements.
- Provides instant access to comprehensive surveys and data for informed decision-making.
- Offers video profiles of all candidates, enabling Boards to assess applicants before interviews.
- Deep understanding of Board dynamics, with a father who served as a board member for 30 years.
- Over 38 years of leadership experience as a former superintendent and administrator.
- Highly visible within statewide networks and professional organizations, maintaining strong industry connections.
- Ensures consistent communication with weekly updates throughout the entire search process.



Testimonials

"Dr. Albert's role extended beyond the initial phases of the search. He conducted comprehensive reference checks, facilitated both initial and final interviews, and maintained open and transparent communication with the board and applicants at every step of the process. His dedication to keeping all stakeholders informed and engaged was truly commendable."

Carol Sprinker, President, Blackhawk School Board of Directors

"Ed was impeccable regarding the use of his time and the application of his expertise. He was timely – NEVER late for a meeting... He was honest. If he knew something that he felt would be helpful to us, he shared it."

Kay E. Hollabaugh, School Director,
Upper Adams School District

"Dr. Albert exhibited a strong sense of initiative and a willingness to go above and beyond our expectations. He worked with our community and district employees to gather data through surveys and in-person meetings. He has designed an applicant process that provided our team with more than sufficient information that allowed us to review each individual and conduct interviews in the most efficient manner."

Kelly White, School Director,
Wyalusing Area School District

"His meticulous planning and proactive approach allowed our board to focus on selecting the best candidate rather than being preoccupied with logistical challenges... Mr. Albert demonstrated exceptional communication skills in his interactions with our Board of Directors and stakeholders. He kept the board informed at every stage of the process, ensuring transparency and confidence in the decisions being made. His ability to articulate the nuances of the search process, address concerns promptly, and offer clear guidance was invaluable... Mr. Albert's professionalism stood out as a hallmark of his work. He approached every meeting, discussion, and interaction with the utmost respect and integrity. His demeanor instilled confidence in our board and reassured all stakeholders that the process was being handled with the highest level of care and expertise."

Daniel Chubb, President,
Bermudian Springs Board of Directors

"With a very clearly defined set of qualities the stakeholders were seeking in a future superintendent, Dr. Albert set a very realistic, yet efficient timeline to find a list of applicants. These applicants were not only in line with our requirements but were exceptionally qualified to perform the role."

Jason Penland, Board Director,
Bald Eagle Area School District





Superintendent

SEARCH SERVICES

Edward J. Albert, Ed.D. works with school board members to identify the best superintendent candidate, using a flexible and customized approach that fits the district's culture. Dr. Albert has conducted more than 25 searches for rural, small, and large districts.

"Dr. Albert established a clear and trustworthy rapport with our board, staff, and community during the entire search."

Suzanne Dell, West Perry SD

"Dr. Albert's effective ongoing communication kept our board well informed during every step of the process."

Todd Orner, Gettysburg Area SD

"I am so thankful for Dr. Albert's guidance in our search. He went above and beyond expectations."

Tina L.C. Greene, Bald Eagle Area SD

It All Begins with a Conversation



DEVELOPMENT Step 1

Schedule initial meeting with school board to understand district needs and review procedures. Create and analyze online survey to allow for staff, parent, and community input. Solicit teacher input.



PRODUCTION Step 2

Develop application and district fact sheet. Advertise position. Receive and review all applications for completion and compliance. Work with board to identify top candidates.



COMPLETION Step 3

Conduct reference checks. Facilitate initial and final interviews. Communicate with board and applicants at every step.

717-587-3521

éalbert@parss.org

<https://www.parss.org>