

VOLUNTEERS NEEDED

SUPERINTENDENT SCREENING COMMITTEE

The Superintendent Screening Committee plays a meaningful and critical role in the superintendent search process. Committee members will review applications, participate in candidate interviews, and identify a slate of candidates to move forward in the process. After references are checked, the School Committee will determine the finalists.

The Superintendent Screening Committee will work in collaboration with the Collins Center for Public Management, the consultants engaged to help facilitate and advise the District throughout the process.

TIME COMMITMENT

Members of the Superintendent Screening Committee must be available to attend all scheduled meetings. Meetings will generally be held in the evening, typically between 6:00 PM and 9:00 PM, or on Saturdays between 9:00 AM and 12:00 PM.

All meetings will be held in person, with the exception of an initial planning meeting, which will take place via Zoom. Translation services will be available at meetings, and materials will be provided in the languages needed to support full participation.

The Superintendent Screening Committee will:

- Attend all scheduled meetings (tentatively the weeks of April 13, April 27, May 4, and May 11);
- Help create interview questions based on the position profile, with guidance from The Collins Center for Public Management;
- Review applications and decide which candidates to invite for confidential interviews (materials will be shared electronically and translated as needed);
- Participate in interviews with selected candidates; and
- Decide which candidates will move forward to the reference checking phase of the process. The School Committee will determine the finalists after reference checks are completed.

WHY VOLUNTEER

The Salem School Committee encourages all interested individuals to apply. The goal is to form a well-balanced and inclusive Superintendent Screening Committee that reflects the diversity of the Salem community, including a range of constituencies, cultures, identities, languages, and perspectives.

The committee will include representation from students, educators, faculty and staff, caregivers, and community members, along with representation from the School Committee.

Individuals interested in serving on the Superintendent Screening Committee should complete the form at the following link by **Monday, April 6, 2026**.

<https://forms.gle/8qWt4cBr5LdvfWeu8>

Upon the deadline for applications, the Ad Hoc Superintendent Search Subcommittee will review and recommend individuals to be appointed as members of the Superintendent Screening Committee to the full School Committee.

Thank you for your interest in volunteering for this important role.