



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca

Request for Proposals

RFP-PAL0317B

Executive Search Consultant

Palliser Regional School Division No. 26 is seeking the services of an Executive Search Consultant. The Consultant will act independently, reporting directly to the Board of Trustees, and will have authority to initiate and lead the process to secure the services of a Superintendent of Schools. The Consultant will advertise, screen applications through reference checks and make recommendations to the Palliser Board of Trustees for action, as appropriate.

In addition, the Consultant will facilitate the interview process. However, the final decision for selection of the Superintendent will be solely the responsibility of the Board of Trustees.

Interested persons should submit a proposal for Consultant services addressed to the Chair of the Board of Trustees at the address listed below:

**Palliser Central Office
Suite 101, 3305 – 18 Avenue North
Lethbridge, AB
T1H 5S1**

Attention: Robert Strauss, Chairperson, Board of Trustees

Applications received on or before 2:00 p.m. MDT, Tuesday, April 4, 2017 will be given first consideration, however, the RFP will remain open for application until a suitable candidate pool has been found.

Proposals should indicate the approach to be used; an up-to-date resume; and fee structure. Prior to a final decision being made, references, a presentation outlining services and an interview with the Board of Trustees may be required.

Proposal inquiries can be directed to Dr. Garry Andrews, Acting Superintendent, Palliser Regional Schools at:

garry.andrews@pallisersd.ab.ca or toll-free at: 1-877-667-1234

We thank all those that apply, but only those candidates shortlisted for an interview will be contacted.