



Superintendent of Schools Search Timeline

<u>Action</u>	<u>Date</u>
Orientation Meeting with School Committee: Process & Timeline	January 10/February 7
Job Description/Vacancy Notice Posted; recruitment begins	February 8
Focus Groups (Teachers/Staff, Administrators, Parents and Community Members); On-line Survey available	February 25 – March 1
Candidate Profile Accepted by School Committee	March 7
Selection of Screening Committee Members by School Committee	March 7
Vacancy Application Deadline	March 15
Orientation Meeting – Screening Committee * Review Confidential Process *Review candidate profile * Finalize Meeting and Interview Dates * Discuss possible interview questions	March 18
Initial Meeting of Screening Committee *Screen Resumes and Select Candidates for Initial Interviews *Finalize Interview Questions	March 25
Initial Candidate Interviews by Screening Committee	Week of April 1
Screening Committee Identifies Candidates to be Forwarded to SC	By April 4
Reference Checking Process	On-going
April School Vacation	April 15 - 19
Finalist Interviews & Community Forums with School Committee (One/day)	April 22 - 25
Decision on site visits by School Committee (Optional)	April 25
Decision by School Committee	May 2
School Committee Negotiations with Selected Finalist	May 3 - 10