

Superintendent Search Service Search Timeline

Functions	Date(s)	Timeline
Process Approval by the Board		
Profile Development, including Community Survey		
<ul style="list-style-type: none"> • Schedule meetings with Board of Education and stakeholders who are designated by the Board to be involved in the search. 	9/4 – 9/13	2 Weeks
<ul style="list-style-type: none"> • Survey Monkey link on website 	9/14	
Start of Advertising		
<ul style="list-style-type: none"> • Focus Groups <ul style="list-style-type: none"> ○ Community Forum – This Forum will be co-led by Board of Ed ○ Staff/Student Forum – This Forum will be introduced by Board of Ed and led by BOCES • Develop brochure/vacancy announcement, mail to colleagues and colleges, and advertise in local, regional, and/or national media. 	9/25 (6-7:30pm)	
	10/4 (All Day)	
	10/29	
Application Deadline	12/14	6 Weeks
Initial Screening		
Review of application/credentials by Executive Leadership Team	1/4	1 – 2 Weeks
Initial Interviews	1/16	2 Weeks
<ul style="list-style-type: none"> • Up to 15 interviews, conducted by Executive Leadership Team (number depending on size of field and those meeting the qualifications); • Executive Leadership Team then recommends up to 10 candidates to the Board for paper review. 		
Board Reviews Applications of Selected Candidates	1/22	1 Week

Board Conducts Interviews and Reduces Pool of Initial Candidates to Several Semi-finalists

1/30 – 2/6

2-3 Weeks

Remaining Steps to be Scheduled:

- Stakeholder Interviews of Semi-finalists
- SELECTION OF FINALIST

Early March

April