

NORTH MASON SCHOOL DISTRICT

SUPERINTENDENT SEARCH **APPROVED** PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

DATE

Stage 1 Board Input & Preparation	11/06/2024	Consultant planning meeting with the Board and discussion regarding individual Board member interviews. (Time: 5:00 p.m. PST) (virtual)
	11/07/2024	Begin preparing information for the district promotional flyer and online application form with the district liaison representative(s).
	11/07/2024	Notify all associates and other professional contacts of vacancy.
	11/08/2024	District to begin work on constituent/stakeholder groups for input meetings on <u>11/18-19/2024</u> .
Stage 2 Profile Development & Process	11/08/2024	Online survey link, for input on developing the profile, available on District website from <u>11/08/2024</u> to <u>11/22/2024</u> .
	11/18-19/2024	Meetings with constituent and stakeholder group representatives. (in person and virtual)
	11/22/2024	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	11/22/2024	Promotional flyer/video due.
	11/25/2024	Board to finalize Superintendent profile for the promotional flyer. (Time: TBD) (virtual)
Stage 3 Recruiting & Screening	11/26/2024	E-mail promotional flyer/video and online application instructions to interested candidates.
	1/05/2025	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	1/15/2025	Consultant develops and finalizes interview questions and procedures with the Board. Top candidates are presented to the Board and consultant assists the Board in selecting finalists for the interviews. If desired, consultant will meet with constituents and staff interview group(s) to discuss their roles. (Time: TBD) (In person)
	Wk 1/20/2025	Interview top candidates (1 st round). (virtual interviews)
	Wk 1/20/2025	Meeting with consultant following the last interview. (Time: TBD) (virtual)
Stage 5 Selection of Finalist & Future Planning	Wk 1/27/2025	Interview finalist candidates (2 nd round). With stakeholder involvement
	Wk 1/27/2025	Final meeting with consultant following the last interview. (Time: TBD) (option to conduct virtually)
	_____	Consultant will discuss contract terms with the finalist.
	_____	Offer the contract.
	_____	Press release of new Superintendent.
_____	Board Self-Assessment Survey Results presented to the Board.	

***All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.**

(Actual dates to be determined in the first meeting with the Board.)