## SWARTZ CREEK COMMUNITY SCHOOLS 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	9/29/2025	Consultant planning meeting with the Board and discussion regarding individual Board member interviews. <i>(Time: 4:00 p.m. EST)</i> (virtual)
	9/30/2025	Begin preparing information for the district promotional flyer and online application form with the district liaison representative(s).
	9/30/2025	Notify all associates and other professional contacts of vacancy.
	9/30/2025	Contact constituents and stakeholders for input meetings on <u>10/21-22/2025.</u>
Stage 2 Profile Development & Process	10/01/2025	Online survey link, for input on developing the profile, available on district website from 10/01/2025 to 10/27/2025.
	10/21-22/2025	Meetings with constituent and stakeholder group representatives. (In person and virtual)
	10/27/2025	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	10/27/2025	Promotional flyer draft due.
	10/29/2025	Board to finalize Superintendent profile for the promotional flyer. ( <i>Time:</i> 6:00 p.m. ET) (virtual)
Candidate Recruiting & Stage 3 Presentation Recruiting	10/30/2025	E-mail promotional flyer and online application instructions to interested candidates.
	12/14/2025	Deadline for all application materials. (*See note below.)
	1/05/2026	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 by the Board, consultant will meet with constituents and staff interview group(s) to discuss their roles. (Time: 5:00 p.m. ET) (In person)
	1/14-15/2026	
Re Pre		Interview candidates (1st round) (virtual). Start at 5:00 p.m. each night.
	1/15/2026	Meeting with consultant following the last interview. ( <i>Time: following last interview</i> ) (virtual)
Stage 5 Selection of Finalist & Future Planning	1/21/2026	Interview finalist candidates (2 <sup>nd</sup> round). (In person – 5:00 to 9:00 p.m.) Stakeholder involvement?
	1/21/2026	Final meeting with consultant following the last interview. (Time: TBD)
	TBD	Consultant will discuss contract terms with the finalist.
	TBD TBD	Offer the contract.  Press release of new Superintendent.
	TBD	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.)