

SWARTZ CREEK COMMUNITY SCHOOLS

SUPERINTENDENT SEARCH **REVISED APPROVED**

PROCESS AND TIMELINE

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

DATE

Stage 1	<p>9/29/2025 Consultant planning meeting with the Board and discussion regarding individual Board member interviews. (Time: 4:00 p.m. EST) (virtual)</p> <p>9/30/2025 Begin preparing information for the district promotional flyer and online application form with the district liaison representative(s).</p> <p>9/30/2025 Notify all associates and other professional contacts of vacancy.</p> <p>9/30/2025 Contact constituents and stakeholders for input meetings on <u>10/21-22/2025</u>.</p>
Stage 2 Profile Development & Process	<p>10/01/2025 Online survey link, for input on developing the profile, available on district website from <u>10/01/2025</u> to <u>10/27/2025</u>.</p> <p>10/21-22/2025 Meetings with constituent and stakeholder group representatives. (In person and virtual)</p> <p>10/27/2025 8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.</p> <p>10/27/2025 Promotional flyer draft due.</p> <p>10/29/2025 Board to finalize Superintendent profile for the promotional flyer. (Time: 6:00 p.m. ET) (virtual)</p>
Stage 3 Recruiting	<p>10/30/2025 E-mail promotional flyer and online application instructions to interested candidates.</p> <p>1/18/2026 Deadline for all application materials. (*See note below.)</p>
Stage 4 Candidate Recruiting & Presentation	<p>2/02/2026 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)</p> <p>2/18-19/2026 Interview candidates (1st round) (virtual). Start at 5:00 p.m. each night.</p> <p>2/19/2026 Meeting with consultant following the last interview. (Time: following last interview) (virtual)</p>
Stage 5 Selection of Finalist & Future Planning	<p>2/24/2026 Community forum (Time: 6:30 p.m. ET) (In person)</p> <p>2/25/2026 Interview finalist candidates (2nd round). (In person – 5:00 to 9:00 p.m.)</p> <p>2/25/2026 Final meeting with consultant following the last interview. (Time: TBD)</p> <p>TBD Consultant will discuss contract terms with the finalist.</p> <p>TBD Offer the contract.</p> <p>TBD Press release of new Superintendent.</p> <p>TBD Board Self-Assessment Survey Results presented to the Board.</p>

***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.)**