

INDIAN PRAIRIE SCHOOL DISTRICT 204

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	7/08/2019	Consultant planning meeting with the Board and individual Board member interviews. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)
	7/09/2019	Begin preparing information for the District promotional flyer or job description and online application form with the District liaison representative(s).
	7/09/2019	Notify all associates and other professional contacts of vacancy.
	7/09/2019	Contact constituents and stakeholders for input meetings on <u>8/28-29/2019</u> .
Stage 2 Profile Development & Process	8/19/2019	Online survey link, for input on developing the profile, available on District website from <u>8/19/2019</u> to <u>9/03/2019</u> .
	8/28-29/2019	Meetings with constituent and stakeholder group representatives.
	9/03/2019	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	9/10/2019	Promotional flyer draft due.
	9/16/2019	Board to finalize Superintendent profile for the promotional flyer or job description and online application form. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)
Stage 3 Recruiting & Screening	9/17/2019	Print promotional flyer.
	9/17/2019	E-mail promotional flyer and online application instructions to interested candidates.
	11/04/2019	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	11/25/2019	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. <i>(Time: TBD)</i>
	Wk 12/2/2019	Interview top candidates (1 st round).
	Wk 12/2/2019	Meeting with consultant following the last interview. <i>(Time: TBD)</i>
Stage 5 Selection of Finalist & Future Planning	Wk 12/9/2019	Interview finalist candidates (2 nd round). <i>(Optional)</i>
	Wk 12/9/2019	Final meeting with consultant following the last interview. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)
	TBD	Consultant will discuss contract terms with the finalist.
	TBD	Offer the contract.
	TBD	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.)