

Grand Rapids Public 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	<p>10/22/2019 Consultant planning meeting with the Board. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)</p> <p>10/23/2019 Begin preparing information for the District promotional flyer or job description and online application form with the District liaison representative(s).</p> <p>10/23/2019 Notify all associates and other professional contacts of vacancy.</p>
Stage 2 Profile Development & Process	<p>11/11/2019 Promotional flyer draft due.</p> <p>11/12/2019 Board to finalize Superintendent profile for the promotional flyer or job description. <i>(Time: TBD)</i> (via Skype or Zoom)</p>
Stage 3 Recruiting & Screening	<p>11/13/2019 Print promotional flyer.</p> <p>11/13/2019 E-mail promotional flyer and online application instructions to interested candidates.</p> <p>01/05/2020 Deadline for all application materials. <i>(*See note below.)</i></p>
Stage 4 Candidate Presentation	<p>01/23/2020 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: 4:30 p.m.)</i></p> <p>02/08/2020 Interview top candidates (1st round). Start at 8:30 a.m. 75 minutes each but scheduled in 90-minute increments; 30 minute lunch break</p> <p>02/10/2020 Meeting with consultant following the last interview. <i>(Time: 4:30 p.m.)</i></p>
Stage 5 Selection of Finalist & Future Planning	<p>02/17/2020 Interview finalist candidates (2nd round). <i>(Optional)</i></p> <p>02/18/2020 Final meeting with consultant following the last interview. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)</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.)