

# LITTLETON ELEMENTARY SCHOOL DISTRICT SUPERINTENDENT SEARCH **APPROVED** PROCESS AND TIMELINE

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

**DATE**

<b>Stage 1</b> Board Input & Preparation	<b><u>10/01/2024</u></b>	Consultant planning meeting with the Board and discussion regarding individual Board member interviews. <i>(Time: TBD) (in person)</i>
	<b><u>10/02/2024</u></b>	Begin preparing information for the district promotional flyer/video form with the district liaison representative(s).
	<b><u>10/02/2024</u></b>	Notify all associates and other professional contacts of vacancy.
	<b><u>10/03/2024</u></b>	Contact constituents and stakeholders for input meetings on <u>10/29-30/2024</u> .
<b>Stage 2</b> Profile Development & Process	<b><u>10/7-11/2024</u></b>	<b>Fall break</b>
	<b><u>10/14/2024</u></b>	Online survey link, for input on developing the profile, available on District website from <u>10/14/2024</u> to <u>10/31/2024</u> .
	<b><u>10/29-30/2024</u></b>	Meetings with constituent and stakeholder group representatives. <i>(in person, virtual or both)</i>
	<b><u>10/31/2024</u></b>	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	<b><u>11/05/2024</u></b>	Promotional flyer/video draft due.
	<b><u>11/12/2024</u></b>	Board to finalize Superintendent profile for the promotional flyer or job description and online application form. <i>(Time: 6:00 p.m.) (in person)</i>
<b>Stage 3</b> Recruiting & Screening	<b><u>11/13/2024</u></b>	E-mail promotional flyer and online application instructions to interested candidates.
	<b><u>1/05/2025</u></b>	Deadline for all application materials. <i>(*See note below.)</i>
<b>Stage 4</b> Candidate Presentation	<b><u>1/21/2025</u></b>	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) (In person)</i>
	<b><u>Wk 1/27/2025</u></b>	Interview top candidates (1 <sup>st</sup> round). <i>(virtual)</i>
	<b><u>Wk 1/27/2025</u></b>	Meeting with consultant following the last interview. <i>(Time: TBD) (option to conduct virtually)</i>
<b>Stage 5</b> Selection of Finalist & Future Planning	<b><u>Wk 2/03/2025</u></b>	Interview finalist candidates (2 <sup>nd</sup> round). <i>(In person - with stakeholder involvement)</i>
	<b><u>Wk 2/03/2025</u></b>	Final meeting with consultant following the last interview. <i>(Time: TBD) (option to conduct virtually)</i>
	<b><u>TBD</u></b>	Consultant will discuss contract terms with the finalist.
	<b><u>TBD</u></b>	Offer the contract.
	<b><u>TBD</u></b>	Press release of new Superintendent.
	<b><u>TBD</u></b>	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.)*