

NORTH CLACKAMAS SCHOOL DISTRICT SUPERINTENDENT SEARCH **APPROVED** PROCESS AND TIMELINE

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

DATE

**Stage 3
Recruiting
& Screening**

- 11/19/2020** Consultant and district restart suspended search. Print promotional flyer and re-post advertising previously selected by the Board.
- 11/19/2020** E-mail promotional flyer and online application instructions to interested candidates.
- 01/03/2021** Deadline for all application materials. *(*See note below.)*

**Stage 4
Candidate
Presentation**

- 01/19/2021** 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. ***(Time: _____)***
- Wk 1/25/2021** Interview top candidates (1st round).
- Wk 1/25/2021** Meeting with consultant following the last interview. ***(Time: TBD)***

**Stage 5
Selection of Finalist
& Future Planning**

- Wk 2/01/2021** Interview finalist candidates (2nd round). *(Optional)*
- Wk 2/01/2021** **Final meeting with consultant following the last interview. *(Time: _____)***
- TBD** Consultant will discuss contract terms with the finalist.
- TBD** Offer the contract.
- 2/21/2021** 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.**