

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 1 Board Input & Preparation	<p>1/10,13, 14/2020 Consultant planning meeting with the Board and individual Board member interviews. <i>(Time: TBD)</i> (option to conduct via Skype or gotomeetings.com)</p> <p>1/10/2020 Begin preparing information for the District promotional flyer or job description and online application form with the District liaison representative(s).</p> <p>1/13/2020 Notify all associates and other professional contacts of vacancy.</p> <p>12/20/20219 Contact constituents and stakeholders for input meetings on <u>1/13 & 14, 2020</u>.</p>
Stage 2 Profile Development & Process	<p>None Using data collected through Thoughtexchange which concludes on 1/14/2020</p> <p>1/13 & 14/2020 Meetings with constituent and stakeholder group representatives.</p> <p>1/14/2020 8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.</p> <p>1/20/2020 Promotional flyer draft due.</p> <p>1/23/2020 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)</p>
Stage 3 Recruiting & Screening	<p>1/24/2020 Print promotional flyer.</p> <p>1/24/2020 E-mail promotional flyer and online application instructions to interested candidates.</p> <p>3/6/2020 Deadline for all application materials. <i>(*See note below.)</i></p>
Stage 4 Candidate Presentation	<p>3/18/2020 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. <i>(Time: 5:00-8:00 p.m. PST)</i></p> <p>3/30-31/2020 Interview top candidates (1st round). Interviews from 5:00-8:00 p.m. each day</p> <p>3/31/2020 Meeting with consultant following the last interview. <i>(Time: TBD)</i></p>
Stage 5 Selection of Finalist & Future Planning	<p>4/6-7/2020 Interview finalist candidates (2nd round). <i>(Optional)</i></p> <p>4/8/2020 Final meeting with consultant following the last interview. <i>(Time: 5:00-8:00 p.m. PST)</i></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.)