

Revised 11/15/23

# HIGLEY UNIFIED 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	<u>10/11/2023</u>	Consultant planning meeting with the Board and individual Board member interviews. <b>(Time: 5:00 p.m.)</b> (In person)
	<u>10/12/2023</u>	Begin preparing information for the district promotional flyer/video and online application form with the district liaison representative(s).
	<u>10/12/2023</u>	Notify all associates and other professional contacts of vacancy.
	<u>10/12/2023</u>	Contact constituents and stakeholders for input meetings on <u>11/1-3/2023</u> .
Stage 2 Profile Development & Process	<u>10/13/2023</u>	Online survey link, for input on developing the profile, available on district website from <u>10/13/2023</u> to <u>11/06/2023</u> .
	<u>11/01-03/2023</u>	Meetings with constituent and stakeholder group representatives. <b>(virtual and in person)</b>
	<u>11/06/2023</u>	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	<u>11/07/2023</u>	Promotional flyer and/or video draft due.
	<u>11/08/2023</u>	Board to receive draft flyer and feedback info for 11/15/2023 meeting.
	<u>11/15/2023</u>	Board to finalize Superintendent profile for the promotional flyer and online application form. <b>(Time: meeting starts at 5:00 p.m. MT)</b> (virtual)
Stage 3 Recruiting & Screening	<u>11/16/2023</u>	E-mail promotional flyer/video and online application instructions to interested candidates.
	<u>1/07/2024</u>	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	<u>1/20/2024</u>	Links to candidate application packets/videos to be sent to Board for review prior to 1/24/24 meeting.
	<u>1/24/2024</u>	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. <b>(Time: 5:00 p.m.)</b> (In person – exec session)
	<u>1/31/2024</u>	Interview top candidates (1 <sup>st</sup> round). (virtual) First interview starts at 1:30 p.m. Kathy to set up Zoom links
	<u>1/31/2024</u>	Meeting with consultant following the last interview. <b>(Time: after last interview)</b> (virtual)
Stage 5 Selection of Finalist & Future Planning	<u>2/6-7/2024</u>	Interview finalist candidates (2 <sup>nd</sup> round). <b>(In person) Forums on 2/6; tours and board interviews on 2/7. Interviews 1:30-3:00; 3:00-4:30; 4:30-6:00 followed by discussion</b>
	<u>2/07/2024</u>	Final meeting with consultant following the last interview. <b>(Time: TBD)</b> (in person)
	<u>TBD</u>	Consultant will discuss contract terms with the finalist.
	<u>TBD</u>	Offer the contract.
	<u>TBD</u>	Press release of new Superintendent.
<u>TBD</u>	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.)**