



## SUPERINTENDENT SEARCH TIMELINE

(Flexible based on Board direction)

### Evergreen School District Superintendent Search 2019

Note: *Blue italicized text* indicates Board Participation

<b>DEC-JAN 2018-2019</b>	December 27	District receives proposals
	January 10	<i>Proposal Presentations / Board Selects Firm</i>
<b>JAN-MAR 2019 Phases 1-4</b>	January 28	<i>Board meets with consultants and determines characteristics, skills &amp; qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	February 11-13	Consultants meet with staff and community designated by Board to receive input; Online survey is posted to district website
	February 15-26	Consultants identify potential candidates; Development and posting of recruitment materials; Board approves Position Description February 26
	March 4 and 11	Advertising and active recruitment; Ad appears in <u>EdCal</u> . (Two consecutive publications)
<b>MAR-APR 2019 Phase 5</b>	<b>March 29, 5:00 PM</b>	<b>Deadline for applications</b>
	Late March-Early April	Consultants complete comprehensive reference and background checks on applicants
	April 15	<i>Board meets with consultants, reviews all applications and selects finalists to be interviewed</i>
<b>MAY 2019 Phases 6-8</b>	May 4	<i>Board interviews finalists</i>
	Week of April 29	<i>Board completes validation visit of leading candidate's community and makes final determination on selected candidate.</i>
	May 9	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>JULY 2019 Phase 9</b>	July 1	New superintendent begins