

## Draft

### Superintendent Search Timeline

- CABE offers workshops to BOE members on how to conduct a search.
- Consulting firms are also an option. Here are just a few:
  - CABE
  - Ray Associates
  - Cooperative Educational Services (C.E.S.)

1st Step: A BOE committee has been formed to begin the process of organizing the Superintendent's search. After the Election in November, the new BOE must address this committee and decide the new members (it may be the current members or newly elected). The BOE needs to decide who will lead the search: an in-house BOE committee or a consulting firm.

2nd Step: The BOE should identify the qualities it wants in a new Superintendent (information gathered from BOE members, staff and the community). Possibly a survey. A list of criteria should be developed.

3rd Step: The BOE needs to decide on the superintendent's salary range. The BOE should review the current superintendent's contract and make the necessary changes (for example, the superintendent's evaluation criteria). Review the superintendent's job description as well.

4th Step: Prepare a budget for the search, including the current superintendent's paid unused sick days/vacation days and/or insurance premiums.

5th Step: When to advertise, what info should go into the material advertising the position, decide what is the process for selecting semifinalists, develop interviewing questions, when and where do we interview, decide who will be checking references (we can do this with the consultant).

6th Step: Conduct interviews, identify finalists, visit finalists job site (optional), announce appointment. The BOE needs to keep in mind that the incoming superintendent may need to give 60-90 days' notice to their current employer, so around April we should know who we are hiring so they may start July 1st, if that timeline doesn't work, we need to be prepared to hire an in-house interim superintendent.

This process takes 6 months, so...

1. **October to December 2017:** Steps 1 to 4 (a new search committee may need to be established after the November election).
2. **January to April 2018:** Steps 5 and 6