



Executive Director Search Recruitment Timeline

	<u>Critical Steps/Decision Points</u>	<u>Timeline</u> Activities should begin at least four months prior to start date. Dates subject to change with Board approval.
1.	Meeting of Board of Directors (Board) <ul style="list-style-type: none"> • Accept Retirement Submitted by Executive Director (via letter to Board Chair) • Discuss Recruitment Timeline and Critical Steps • Discuss job description • Review sample draft vacancy notice • Discuss screening committee (2010 Sample document), Ex. RAC Exec. Committee • Notify Commissioner 	Dec. 16, 2015 Board Meeting
2.	Announce to Staff	<i>Upon/after notice to Board</i> Dec. 18 Holiday Celebration
3.	Meeting of Board <ul style="list-style-type: none"> • Center Policy Update • Selection Process • Search Screening Committee • Compensation Package • Transition 	Jan. 6, 2016 Special Board Meeting
4.	Post Position <u>Electronic Announcement via Center website with Job Description</u> Email/post to: all ESC's, all ESC-20 Supts, TACS, TASA, TASB, Texas ISD, Texas School Business Magazine, Association of Education Services Agencies and on Center website. TACS = Texas Association of Community Schools TASA = Texas Association of School Administrators TASB = Texas Association of School Boards	Jan. 13
5.	Accept Applications (min. 30 day posting) <u>Application:</u> iRecruitment with required documents. HR creates screening matrix as apps are received. <u>Required documents:</u> Letter of Interest, Resume, Application and Criminal History Record Inquiry (CHRI) form. HR contacts applicant if application incomplete. <u>Determine date for screening committee to meet at ESC-20, between dates of Feb. 15 to Feb. 19</u>	<i>30-day duration</i> Jan. 13 – Feb. 11 (Submitted by 5:00 p.m.)



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6.	Screening Committee – Screen Applications <u>HR - Finalize screening matrix</u> <u>Convene Screening Committee</u> at ESC-20, date TBD. <u>Application:</u> Review paper copies. Committee selects no more than <u>five</u> finalists. <u>Upon decision, HR completes CHRI on finalists.</u>	Feb. 15 – Feb. 19
7.	Meeting of the Board of Directors – Review Finalists <u>Review applications of finalists</u> sent to Board by Screening Committee. <u>Finalists</u> accepted by Board. <u>Board/HR - Interview questions:</u> create and finalize.	Feb. 24 Board Meeting
8.	Board Sends List of Finalists to Commissioner <u>How:</u> Submit finalist interview list (alpha order) via letter signed by Board Chair to Commissioner.	Feb. 25
9.	Commissioner Approves Finalists <u>Commissioner approves list of finalists no later than March 4.</u> Upon approval the Board may interview, negotiate and offer the position to a finalist on the approved list.	By Mar. 4
10.	HRS Prepares <i>Thank You Letters</i> for the Applicants who were not selected as <u>Finalists</u>. Board Chair signs.	Mar. 7 - 11
11.	HRS Checks References of Finalists <u>Format:</u> Phone calls with notes on form.	Mar. 7 - 11
12.	<i>SPRING BREAK, CENTER CLOSED</i>	Mar. 14 – Mar. 18
13.	Board Initiates Final Selection Process <u>Per Policy BJB Local, Board interviews finalists and makes selection.</u> <u>Reference checks provided to Board at this step.</u> <u>Schedule:</u> time allotment; HR/EO arranges; time allowed for discussion in between and after all completed.	<i>TBD by Board</i> Mar. 23 – Apr. 6



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14.	Board Selects Lone Finalist* <u>Per Policy BJB Local</u> , after all interviews completed Board makes selection. If no decision made, Board will establish alternate timeframe for so doing. Board Chair calls finalist to discuss position and discuss compensation package. *21-day notice period is <u>not</u> required.	By Apr. 6
15.	Appointment of Executive Director – Board Meeting <u>Discuss and finalize compensation package and Letter of Notification</u> <u>Letter of Notification</u> : signed, and returned; contingent upon completion of a <i>National Criminal History Record Information</i> inquiry language	Apr. 27 Special Board Meeting
16.	Board Notifies Commissioner of Appointment <u>Per Policy BJB Local</u> , Board notifies Commissioner. Letter signed by Board Chair to Commissioner	Apr. 27
17.	Board Introduces New Executive Director to Center Staff <u>Board Chair or Board Member at Centerwide Stand-up</u>	Apr. 28 Centerwide Stand-up Morning
18.	General Announcement of New Executive Director Center website notice; email to RAC/ESC-20 superintendents and ESC directors. Press release to local media	Apr. 28 Following Stand-up
19.	Board Introduces New Executive Director to Superintendents Board Chair or Board member introduces at regular RAC meeting.	May 4 RAC Meeting
20.	Beginning Date of Employment <u>How</u> : Refer to Executive Director introductory items.	July 5, 2016