

CCS LEADERSHIP SELECTION & COMMUNICATION STEPS

Work in Progress

STEP	OWNER	TIMING
Determine & Approve Search Consultant	Board	7/2/21
Determine Selection Sub-Committee	Board	7/2/21
Finalize job descriptions	Board	7/12/21
Finalize posting	Board	7/2/21
Post positions	Ronda and Dan Jett	7/6/21-7/27/21
Create Interview Questions	Board	7/2/21
Determine Interview Team	Board	7/2/21
Receive & Respond to Applicants	Dan Jett	TBD
Send Applicant information to Board	Dan Jett	TBD
Sub-Committee reviews Screened Applications	Board	TBD
Train Interview Team	Dan Jett	TBD
Set Dates for Interviews	Board	TBD
Contact Candidates for Interviews	Dan Jett	TBD
Contact Declined Candidates	Dan Jett	TBD
Provide Direction During Interview Process	Dan Jett	TBD
Interview Candidates	Board & Interview Team	TBD
Conduct reference checks	Dan Jett	TBD
Select/Vote on Final Candidate	Board with Input from Others	TBD
Determine Employment Agreement	Board	TBD
Conduct background checks	Jodi Schott?	TBD
Extend Offer	Board Chair?	TBD
Turn Down Candidates	Board Chair?	TBD
Communicate Decision to CCS Staff	Board Chair	TBD
Communicate Decision to Families	Board Chair	TBD
Communicate Decision to Community / Public	Board Chair	TBD
OnBoard Director of Online Learning	CCS Staff	TBD
OnBoard Director of In-Person Learning	CCS Staff	TBD
Create Director Evaluation	Board	TBD

NOTE: Communication to Staff, CCS Families, and CCS Community/Press should be discussed and conducted, as the Board sees fit, throughout the process.