

SEAT-BASED DIRECTOR SEARCH PROCESS & STEPS

Work in Progress – Updated 1/1/22

STEP	OWNER	TIMING
Determine & Approve Search Consultant	Board	✓
Determine Selection Sub-Committee	Board – Cinda, Amy Scheuman	✓
Finalize job description	Board	
Finalize posting	Sub-Committee and Dan Jett (leverage what Ronda created before)	
Post positions posted through XX/XX/XX	Ronda and Dan Jett	
Send Update about selection process to CCS Staff & ask for interview question suggestions	Cinda Jensen; Board Chair	
Create Interview Questions	Sub-Committee (leverage what Ronda created before)	
Receive & Respond to Applicants	Dan Jett	
Conduct informal Zoom Interviews	Dan Jett	
Send Applicant information to Sub-Committee	Dan Jett	
Sub-Committee reviews Screened Applications	Sub-Committee	
Sub-Committee determines: length of interview (one hour with ~ 45 minutes interview; 15 minutes transition), prefer in-person interviews, but will allow virtual, if necessary	Sub-Committee	
Train Interview Team	Dan Jett	At XX/XX/XX BOE mtg
Set Dates for Interviews – likely will have different dates for each Director role	Sub-Committee with BOE input	At XX/XX/XX BOE mtg
Contact Candidates for Interviews	Dan Jett	
Contact Declined Candidates	Dan Jett	
Provide Direction During Interview Process	Dan Jett	
Interview Candidates	Board	
Conduct reference checks	Dan Jett	
Select/Vote on Final Candidate	Board	
Determine Employment Agreement	Board	
Conduct background checks	Jodi Schott	
Extend Offer	Board Chair	
Turn Down Candidates	Board Chair	
Communicate Decision to CCS Staff	Board Chair	
Communicate Decision to Families	Board Chair	
Communicate Decision to Community / Public	Board Chair	
OnBoard Director of Seat-Based Learning	CCS Staff	
Share Director Evaluation and Process	Board Chair	

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