



**MCPHERSON *M* JACOBSON, LLC**

**EXECUTIVE RECRUITMENT & DEVELOPMENT**

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**Medford School District  
Medford, Oregon**

**Superintendent Search Planning Calendar**

**Date**

**Event**

**November 13<sup>th</sup>**

**Board of Education Meeting**

- Develop Selection Characteristics
- Develop desired background/experience priorities
- Adopt Selection Criteria
- Adopt Calendar
- Review, discuss, finalize compensation
- Approve advertising media and dates
- Identify stakeholder groups  
(District/Board/Staff/Student/Community/ Legislative)
- Identify community members, elected officials to  
receive personal invitations

**November 26<sup>th</sup>**

**Advertise the Position**

- OSBA
- COSA
- McPherson & Jacobson website
- ALAS, CALSA, NABSE
- Other sites as determined by the Board and Search Firm

**December 9-10**

**Stakeholder Group Meetings**

- Administrative Staff
- Classified staff
- Certificated Staff
- Students
- Affinity Groups
- Elected officials, etc.
- Others as selected by the Board
- On-Line survey

**January**

**Board of Education Meeting**

- Review Constituent/Staff Input Report
- Select interview questions
- Determine interview procedures
- Review compensation package

**January 6th**

**Closing date for applications/Begin 2-week vetting**

- Review candidate applications
- Prioritize applicant sets using criteria / eligibility
- Reference checks

**Week of January 26th**

**Board of Education Meeting**

- Review shortlist candidates
- Select finalists for interviews
- Review interview questions
- Finalize District Interview Schedule

**Week of February 1<sup>st</sup>**

**Interviews**

**Public Forum/Processes as selected by the Board**

**Week of February 9<sup>th</sup>**

**Site visitations**

**Selection of new superintendent**

**July 1, 2026**

**Starting date for superintendent**