

SEAT-BASED DIRECTOR SEARCH PROCESS & STEPS

Updated 2/7/22

STEP	OWNER	TIMING
Determine & Approve Search Consultant	Board	<input checked="" type="checkbox"/>
Determine Selection Sub-Committee	Board – Amy, Josef, Abigayle	<input checked="" type="checkbox"/>
Finalize job description	Board	<input checked="" type="checkbox"/>
Finalize posting	Sub-Committee and Dan Jett (leverage what Ronda created before)	<input checked="" type="checkbox"/>
Post positions-posted Feb 1- March 15	Dan Jett and committee	<input checked="" type="checkbox"/>
Send Update about selection process to CCS Staff & ask for interview question suggestions	Amy Scheuman; Board Chair	<input checked="" type="checkbox"/>
Create Interview Questions	Sub-Committee (update was was created before)	<input type="checkbox"/>
Receive & Respond to Applicants	Dan Jett	<input type="checkbox"/>
Conduct informal Zoom Interviews	Dan Jett	<input type="checkbox"/>
Send Applicant information to Sub-Committee	Dan Jett	<input type="checkbox"/>
Sub-Committee reviews Screened Applications	Sub-Committee	<input type="checkbox"/>
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	<input type="checkbox"/>
Train Interview Team	Dan Jett	<input type="checkbox"/> At XX/XX/XX BOE mtg
Set Dates for Interviews – likely will have different dates for each Director role	Sub-Committee with BOE input	<input type="checkbox"/> At XX/XX/XX BOE mtg
Contact Candidates for Interviews	Dan Jett	<input type="checkbox"/>
Contact Declined Candidates	Dan Jett	<input type="checkbox"/>
Provide Direction During Interview Process	Dan Jett	<input type="checkbox"/>
Interview Candidates	Board	<input type="checkbox"/>
Conduct reference checks	Dan Jett	<input type="checkbox"/>
Select/Vote on Final Candidate	Board	<input type="checkbox"/>
Determine Employment Agreement	Board	<input type="checkbox"/>
Conduct background checks	Jodi Schott	<input type="checkbox"/>
Extend Offer	Board Chair	<input type="checkbox"/>
Turn Down Candidates	Board Chair	<input type="checkbox"/>
Communicate Decision to CCS Staff	Board Chair	<input type="checkbox"/>
Communicate Decision to Families	Board Chair	<input type="checkbox"/>
Communicate Decision to Community / Public	Board Chair	<input type="checkbox"/>
OnBoard Director of Seat-Based Learning	CCS Staff	<input type="checkbox"/>
Share Director Evaluation and Process	Board Chair	<input type="checkbox"/>

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