



Executive Director Search Recruitment Timeline

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



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6.	<p>Screening Committee – Screen Applications <u>HR - Finalize screening matrix</u></p> <p><u>Convene Screening Committee</u> at ESC-20, date TBD.</p> <p><u>Application:</u> Review paper copies. Committee selects no more than <u>five</u> finalists.</p> <p><u>Upon decision, HR completes CHRI on finalists.</u></p>	Feb. 15 – Feb. 19
7.	<p>Meeting of the Board of Directors – Review Finalists</p> <p><u>Review applications of finalists</u> sent to Board by Screening Committee.</p> <p><u>Finalists</u> accepted by Board.</p> <p><u>Board/HR - Interview questions:</u> create and finalize. (Addressed at 1/6/16 Board Meeting)</p>	Feb. 24 Board Meeting
8.	<p>Board Sends List of Finalists to Commissioner</p> <p><u>How:</u> Submit finalist interview list (alpha order) via letter signed by Board Chair to Commissioner.</p>	Feb. 25
9.	<p>Commissioner Approves Finalists</p> <p><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.</p>	By Mar. 4
10.	<p>HRS Prepares <i>Thank You Letters</i> for the Applicants_who were not selected as <u>Finalists</u>. Board Chair signs.</p>	Mar. 7 - 11
11.	<p>HRS Checks References of Finalists</p> <p><u>Format:</u> Phone calls with notes on form.</p>	Mar. 7 - 11
12.	<p><i>SPRING BREAK, CENTER CLOSED</i></p>	Mar. 14 – Mar. 18
13.	<p>Board Initiates Final Selection Process</p> <p><u>Per Policy BJB Local, Board interviews finalists and makes selection.</u></p> <p><u>Reference checks provided to Board at this step.</u></p> <p><u>Schedule:</u> time allotment; HR/EO arranges; time allowed for discussion in between and after all completed.</p>	<p align="center"><i>TBD by Board</i></p> <p align="center">Mar. 23 <i>(Mar. 25, Good Friday Holiday)</i></p>



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14.	<p>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.</p> <p>Board Chair calls finalist to discuss position and discuss compensation package. *21-day notice period is <u>not</u> required.</p>	Mar 23 - Apr. 6
15.	<p>Board Notifies Finalists Not Selected</p> <p><i>Board chair notifies by phone</i></p>	Mar. 30
16.	<p>Appointment of Executive Director – Special Board Meeting</p> <p><u>Discuss and finalize compensation package and Letter of Notification</u></p> <p><u>Letter of Notification</u>: signed, and returned; contingent upon completion of a <i>National Criminal History Record Information</i> inquiry.</p>	Apr. 6, 10:30 – 11:30 a.m. Special Board Meeting
17.	<p>Board Notifies Commissioner of Appointment</p> <p><u>Per Policy BJB Local</u>, Board notifies <u>Commissioner</u>. Letter signed by Board Chair to Commissioner</p>	<i>Immediately following April 6, 2016 Board meeting; prior to RAC/Staff Announcements</i>
18.	<p>Board Introduces New Executive Director to Superintendents</p> <p><i>Board Chair or Board member introduces at regular RAC meeting.</i></p>	Apr. 6, 11:30 a.m. RAC Meeting <i>Hickory, Laurel, Mag. Rooms</i>
19.	<p>Board Introduces New Executive Director to Center Staff</p>	Apr. 6, 11:45 a.m. Centerwide Stand-up <i>Maple/Mesquite Rooms</i>
20.	<p>Media Announcement of New Executive Director</p> <p>Center website/social media notice; email to RAC/ESC-20 superintendents and ESC directors.</p>	Apr. 6 Following Stand-up
21.	<p>Beginning Date of Employment</p> <p><u>How</u>: Refer to Executive Director introductory items.</p>	May 9