

Sheridan School District

Proposed Interim Superintendent Search Calendar

DATE	BOARD	CONSULTANT
Apr 8 *	<ul style="list-style-type: none"> • Selection of OSBA to provide interim search services • Declare position vacant (required) • Approve search process calendar (required) • Discuss/adopt desired qualities/qualifications (required) • Review salary range recommendation <i>Regular public meeting (virtually)</i> 	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate staff and community input for interim superintendent qualities/qualifications. (Input to be gathered during the board meeting.)
Apr 14		<ul style="list-style-type: none"> • Develop professional electronic flyer • Develop notice of vacancy • Advertise position
Apr 14		<ul style="list-style-type: none"> • Begin accepting applications
Apr 14 – May 4	3 weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates / respond to inquiries
May 4		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
May 7 * (TBD)	<ul style="list-style-type: none"> • Attend screening training • Establish contract parameters <i>Special public meeting/executive session (virtually, if necessary)</i> 	<ul style="list-style-type: none"> • Train board on screening process, tools and timeline
May 14 * (TBD)	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters, continued <i>Regular public meeting/executive session (virtually, if necessary)</i> 	<ul style="list-style-type: none"> • Facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates
May 15 - 25	<ul style="list-style-type: none"> • Conduct in-depth reference & internet checks 	
May 26-27* (TBD)	<ul style="list-style-type: none"> • Conduct interviews <i>Special public meetings/executive sessions (In person, if possible but can be done virtually)</i> 	<ul style="list-style-type: none"> • Facilitate board's ranking of the candidates.
May 28 – June 3	<ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate 	
June 3 (10)	<ul style="list-style-type: none"> • Vote to hire candidate in public meeting <i>Special (regular) public meeting</i> 	<ul style="list-style-type: none"> • Develop press release, if needed

*Consultant is on-site (virtually if restrictions are still in place.)