

## SUPERINTENDENT SEARCH TIMELINE 2018

Approved 05-08-18

### WHITTIER CITY SCHOOL DISTRICT

Note: *Blue italicized text* indicates Board participation

<b>APRIL - MAY 2018</b>	April 18	District receives proposal
	May 8	<i>Proposal Presentations/Board Selects Firm approves contract for Superintendent Search Services</i>
<b>MAY - JUNE 2018 Phases 1-4</b>	May 8	<i>Board meets with consultant and determines characteristics, skills &amp; qualities desired in a new Superintendent; Board publicly announces timeline and procedures for Superintendent selection</i>
	May 15, 16, 17	Consultant meets with staff and community designated by Board to receive input; Online survey is posted to district website <b>May 11-31</b>
	May / June	Consultant identifies potential candidates; Development and posting of recruitment materials and Position Description
	May / June	Advertising and active recruitment; Ad appears <u>EdCal</u> , May 21 and 28 (Two consecutive publication dates)
<b>JUNE 2018 Phase 5</b>	<b>June 11, 5:00 PM</b>	<b>Deadline for applications</b>
	June	Consultant completes comprehensive reference and background checks on applicants
	June 27	<i>Special Meeting / Closed Session: Board meets with consultant, reviews all applications and selects candidates to be interviewed</i>
<b>JULY - AUG 2018 Phases 6-8</b>	July 6-7	<i>Special Meeting / Closed Session: Board interviews candidates; selects finalist(s)</i>
	July 12	<i>Board completes validation visit of leading candidate's community and makes final determination on selected candidate.</i>
	July 17	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>AUGUST 2018 Phase 9</b>	Early August (or as mutually agreed upon)	New Superintendent begins