

OFFICIAL SUPERINTENDENT SEARCH TIMELINE

Westminster School District Superintendent Search 2019

Note: *Blue italicized text* indicates Board Participation

JAN-FEB 2019 Phases 1-4	January 4	<i>Board meets with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	January 11-25	Online survey is available to the public and posted on the district website
	January-February	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	January 21 & 28	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
FEB-MAR 2019 Phase 5	February 15, 5:00 PM	Deadline for applications
	Mid-March	Consultants complete comprehensive reference and background checks on applicants
	March 14	<i>Board meets with consultants, reviews all applications and selects finalists to be interviewed</i>
MAR-APR 2019 Phases 6-8	March 30	<i>Board interviews finalists</i>
	Early April	<i>Board completes validation visit of leading candidate's community and makes final determination on selected candidate.</i>
	Early/Mid-April	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
APRIL 2019 Phase 9	April 15 (or as mutually agreed)	New superintendent begins