

## **Douglas County School District Proposed Superintendent Search Timelines**

Proposed at 12/1/20 Board Meeting

### ***Phase 1: Consultant Selection, Board Preparation and Input (December – January)***

- Request for Proposals (RFP)
- Interview Search Firm/Consultants
- Selection and Contracting
- Individual Board Director Meetings with Consultant
- Planning of Staff and Community Engagement

### ***Phase 2: Profile Development and Formalize Consultant Process (February)***

- Specific Dates for Consultant Tasks Approved
- Survey Staff and Community for Leadership Profile Development
- Meetings with Focus Groups of Constituent and Stakeholder Groups (Administration, Staff, Students, Parents, Community)
- Finalize Superintendent Profile and Online Application Form

### ***Phase 3: Recruitment and Screening (March)***

- Post, Promote and Market Position
- Recruitment of Candidates
- Completion/Deadline for Candidate Application Materials

### ***Phase 4: Candidate Presentation (April)***

- Screen Candidates
- Coordinate Selection and Interviewing of top candidates
- Complete Reference and Background checks
- Identify Finalist(s)

### ***Phase 5: Selection of Finalist and Future Planning (May)***

- Finalist(s) Interview with Constituent and Stakeholder Panels
- Open Forum Community Meetings with Finalist(s)
- On-Site Visits of Finalist
- Board Final Interviews and Announce Selection
- Contracting
- Press Release of New Superintendent