

HOWARD COUNTY PUBLIC SCHOOL SYSTEM SUPERINTENDENT SEARCH PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

DATE

Stage 1 Board Input & Preparation	<u>11/16/11</u>	Consultant planning meeting with the board and individual board member interviews. <i>(Time: 7:00 p.m.)</i>
	<u>11/17/11</u>	Begin preparing information for the district promotional materials and application form with the district liaison representative(s).
	<u>11/17/11</u>	Notify all associates and other professional contacts of vacancy.
	<u>11/18/11</u>	Contact constituents and stakeholders for an input meeting on <u>12/06 & 07/11</u> .
Stage 2 Profile Development & Process	<u>12/06 & 07/11</u>	Meetings with constituent and stakeholder group representatives. (option to conduct online and utilize district's own facilitators for input meetings)
	<u>12/08/11</u>	Deadline for survey/input from constituents, stakeholders and board members.
	<u>12/14/11</u>	Promotional flyer draft due.
	<u>12/14/11</u>	Board to finalize superintendent profile for the promotional materials and application form. <i>(Time: 6:00 p.m.)</i>
Stage 3 Recruiting & Screening	<u>12/15/11</u>	Print promotional materials and application form. Forward to consultant.
	<u>12/16/11</u>	Mail promotional material and application form to interested candidates.
	<u>02/16-19/12</u>	Recruitment at AASA convention in Houston, Texas.
	<u>02/22/12</u>	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	<u>03/06/12</u>	Consultant develops and finalizes interview questions and procedures with the board. Semi-finalists are presented to the board and consultant assists the board in selecting finalists for the interviews. If desired, consultant will meet with constituents and staff interview group(s) to discuss their roles. <i>(Time: 8:30 a.m.)</i>
	<u>Wk of 03/12/12</u>	Interview candidates (1 st round).
	<u>Wk of 03/12/12</u>	Meeting with consultant following the last interview. <i>(Time: TBD)</i>
Stage 5 Selection of Finalist & Future Planning	<u>Wk of 03/19/12</u>	Finalist interviews. (2 nd round).
	<u>Wk of 03/19/12</u>	Final meeting with consultant following the last interview. <i>(Time: TBD)</i>
	<u>TBD</u>	Optional on-site visit of leading candidate(s) current district by board members.
	<u>TBD</u>	Consultant will discuss contract terms with the finalist.
	<u>TBD</u>	Offer the contract.
	<u>TBD</u>	Press release of new superintendent.
	<u>TBD</u>	Board Self-Assessment Survey Results presented to the board.

***All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.**