



OFFICIAL TIMELINE

Chawanakee Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

JAN 2021	January 4	District receives proposals
	January 4	<i>Board Selects Firm</i>
JAN-FEB 2021 Phases 1-4	January 12	<i>Board confers with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	Week of January 18 th	Consultants confer with staff and community designated by the Board to receive input; Online survey is posted to district website January 14-25, 4:00 PM
	January/February	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	January 18 and 25	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
FEB-MAR 2021 Phase 5	February 8, 5:00 PM	Deadline for applications
	February	Consultants complete comprehensive reference and background checks on applicants
	March 4, 6:00-8:00 PM	<i>Board confers with consultants in closed session, reviews all applications and selects candidates to be interviewed, finalizes interview questions</i>
MAR-APR 2021 Phases 6-8	March 13 (all day)	<i>Board interviews candidates in closed session; selects finalist</i>
	TBD	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 13	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
APR-MAY 2021 Phase 9	As soon as practicable	New superintendent begins