

Major Activities	Responsible Party	RSD	TBG	Comments
1. Finalize search committee make-up		X		<ul style="list-style-type: none"> Includes a mix of stakeholders
2. Conduct search committee orientation			X	<ul style="list-style-type: none"> Includes finalizing the search activity timeline Includes creation of a communication plan
3. Collect Stakeholder Input		X	X	<ul style="list-style-type: none"> Suggest some type of progress communication with the community, as this will enhance the new superintendent's on-boarding
4. Create superintendent performance criteria, which includes creation of a candidate evaluation form			X	<ul style="list-style-type: none"> Includes measurable role, competency, and leadership style proficiencies Also includes measurable de-railers/failure factors specific to the district The criteria and evaluation form are used for all screening activities
5. Create updated superintendent position description – includes compensation research		X		<ul style="list-style-type: none"> This is informed by the performance criteria TBG will provide guidance here and can provide a unique and high utility position description template
6. Write job posting notice		X		<ul style="list-style-type: none"> This is informed by the performance criteria Includes application requirements – cover letter/letter of interest, resume, letters of reference, three two-page statements of philosophy – education, management, and leadership, certification Includes posting of the position on the SAU 33 website TBG can provide guidance here
7. Evaluate the existing leadership team against the performance criteria			X	<ul style="list-style-type: none"> This is an evaluation of the team as a whole and not individual members. It is used to assist in determining candidate fit with the team from a competency asset-deficit management perspective.
8. Source candidates			X	<ul style="list-style-type: none"> Includes creation of a marketing flyer, networking, use of media, and use of web job posting sites (usually more than one) May require deep candidate research if the candidate pool is slim given the district's ability to attract talent, the uniqueness of the candidate qualifications sought, or the status of the superintendent hiring cycle. This involves contacting passive candidates, i.e., those not actively seeking a new position
9. Screen applications to get 6-8 quarter-finalists			X	<ul style="list-style-type: none"> Applications are screened closely against the performance criteria
10. Conduct short interviews (approx. 60 mins) to get three or four semi-finalists			X	<ul style="list-style-type: none"> Includes questions derived from the application screening and a short version of the Guided Storytelling Interview (GSI) The GSI eliminates the need for all candidates being asked the same questions (a waste of time for everyone) while still being EEOC compliant While the GSI is new to education, Dr. Bryan has employed this successfully in the business and military sectors for decades

			<ul style="list-style-type: none"> All interviews are conducted on Zoom and recorded
11. Conduct long interview (3+ hours) to get 1-3 finalists		X	<ul style="list-style-type: none"> Long GSI – with rigorous evaluation at points during the interview
12. Conduct reference checks		X	<ul style="list-style-type: none"> The GSI is used with references to get detailed performance data to include evidence of de-railers/failure factors
13. Conduct background checks		X	<ul style="list-style-type: none"> Includes verification of degrees, certifications, and criminal record
14. Conduct a community meet and greet of finalists	X		<ul style="list-style-type: none"> TBG has a protocol for doing this online TBG provides an abbreviated evaluation guide for this activity
15. Visit candidates' home sites/districts	X		<ul style="list-style-type: none"> Depends on COVID restrictions
16. Conduct board interview of finalists	X		<ul style="list-style-type: none"> TBG provides interview guidelines
17. Search committee makes recommendation to the board	X		<ul style="list-style-type: none"> TBG provides final candidate evaluation guidelines to the search committee
18. Board hiring decision – contracting activities	X		
19. Start date (7/1/21) - onboarding activities	X		
20. Transition coaching for the new superintendent and board		X	<ul style="list-style-type: none"> Optional, but recommended to ensure the new superintendent gets off on the right foot (this is a short window) Includes clarifying performance expectations

Proposed Timeline:

Major Activities	Week	Oct 4	Oct 11	Oct 18	Oct 25	Nov 1	Nov 8	Nov 15	Nov 22	Nov 29	Dec 6	De 13	Jan 3	Jan 10	Jan 17
1. Finalize search committee make-up															
2. Conduct search committee orientation															
3. Collect Stakeholder Input															
4. Create superintendent performance criteria															
5. Create updated superintendent position description															
6. Write job posting notice															
7. Evaluate leadership team															
8. Source candidates															
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