

## Cumberland / North Yarmouth, Maine Superintendent Search Timeline

11/ 23/13 Draft

TASKS	RESPONSIBILITY/DECISIONS	DATE(S)
<b>Orientation meeting</b> Overview of process	<b>Board of Directors (decisions): (NESDEC provides guidelines)</b> <ul style="list-style-type: none"> <li>• Approve timeline</li> <li>• Discuss Ad, Announcement/ Application</li> <li>• Screening Committee</li> <li>• Discuss salary range</li> <li>• Name liaison</li> </ul>	<b>November 5</b>
Develop advertisement and Announcement	<b>NESDEC:</b> Drafts ad / Announce. Bd. Of Dir. finalizes	<b>November 15</b>
Distribute brochure/advertisement. Post vacancy on web sites	<b>NESDEC</b> <b>Ed Week, AASA, School Spring, NESDEC on-line</b>	<b>November 22</b>
Recruitment	<b>NESDEC</b>	<b>Nov - Feb</b>
Establish dates for focus groups / Org Screening Committee Meeting with Bd of Dir	<b>Bd. Of Dir.</b> (NESDEC provides guideline)	Nov 19
Advertise for Screening Committee and finalize Screening Committee members	<b>School Board</b> (NESDEC provides guidelines)	<b>Late November</b>
Conduct needs assessment/ focus groups	<b>NESDEC</b>	Dec 9: 10:00 Parents/ comm. 2:30 Secondary staff 7:00 parents/ comm. Dec 12: 9:00 Adm 10:30 Students 3:30 Elem Staff 7:00 Parents/ comm. Dec 13: 8:00 AM Bd of Dir
Profile development	<b>NESDEC with Bd of Dir</b>	<b>Jan 2: 6:00 PM</b>
Profile Distribution	<b>NESDEC</b>	<b>Jan 5</b>
Application deadline/Screening Begins	<b>NESDEC</b>	<b>January 10</b>
Application review	<b>NESDEC</b>	<b>January 11 -13</b>
Complete/organize applicant files	<b>NESDEC</b>	<b>January 11-13</b>
<b>Interviewing/selection workshop with Screening Committee</b>	<b>NESDEC/Screening Committee</b> <ul style="list-style-type: none"> <li>▪ Assign roles</li> <li>▪ Set interview dates</li> <li>• Develop questions</li> <li>• Review applications</li> </ul>	<b>January 14 and 16</b>
Interview applicants and select 3 - 5 candidates for Bd of Dir Select cand for Bd of Dir	<b>Screening Committee</b> (NESDEC will schedule interviews)	<b>January 20 - 23</b> <b>Jan 23</b>
<ul style="list-style-type: none"> <li>• Recommend candidates to Bd of Directors</li> <li>• Bd of Dir. workshop</li> </ul>	<b>Screening Committee</b>  <b>Bd of Dir</b>	January 27  <b>January 27</b>
First Agreement in Principle with candidates	<b>NESDEC</b>	January 26
- Candidates visit district - Interview candidates	<b>Bd of Dir</b> (NESDEC will schedule interviews and notify candidates of status)	Feb 3 - 6
Bd of Dir next steps discussion	<b>Bd of Dir</b>	Feb 10
Second Agreement in Principle	<b>NESDEC</b>	Feb 2
Select Superintendent	<b>Bd of Dir</b>	<b>Feb 17</b>
Implement hiring procedure	<b>Bd of Dir with support by NESDEC</b>	<b>Late February</b>