

Silver Falls School District

Approved Interim Superintendent Search Calendar

DATE	BOARD	CONSULTANT
July 1 *	<ul style="list-style-type: none"> • Selection of OSBA to provide interim search services • Declare position vacant (required) • Approve search process calendar (required) • Discuss/adopt desired qualities/qualifications (required) • Review salary range recommendation <i>Public meeting</i> 	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate staff and community input for interim superintendent qualities/qualifications. (Input to be gathered during the board meeting.)
July 2 - 3		<ul style="list-style-type: none"> • Develop professional electronic flyer • Develop notice of vacancy • Advertise position
July 3		<ul style="list-style-type: none"> • Begin accepting applications
July 3 – 16	13 days	<ul style="list-style-type: none"> • Receive applications • Recruit candidates / respond to inquiries
July 16		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
July 17 * (7 pm)	<ul style="list-style-type: none"> • Attend screening training • Screen applications and submit rankings • Establish contract parameters <i>Public meeting/executive session</i> 	<ul style="list-style-type: none"> • Train board on screening process, tools and timeline
July 24 * (5 pm)	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters, continued <i>Public meeting/executive session</i> 	<ul style="list-style-type: none"> • Facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates
July 24 – 29	<ul style="list-style-type: none"> • Conduct in-depth reference checks 	
July 29 – 30 *	<ul style="list-style-type: none"> • Conduct interviews <i>Public meeting/executive session</i> 	<ul style="list-style-type: none"> • Facilitate board’s ranking of the candidates.
July 30 – Aug 5	<ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate 	
Aug 5	<ul style="list-style-type: none"> • Vote to hire candidate in public meeting • Announce selection <i>Public meeting</i> 	<ul style="list-style-type: none"> • Develop press release, if needed

*Consultant is on-site