



SUPERINTENDENT SEARCH TIMELINE

San Rafael City Schools Superintendent Search 2019

Note: *Blue italicized text* indicates Board Participation

MARCH 2019	March 5	District receives proposals
	March 11	<i>Proposal Presentations / Board Selects Firm</i>
MARCH - APRIL 2019 Phases 1-4	March 27	<i>Board meets with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	March 26 and 27	Consultants meet with staff and community designated by Board to receive input; Online survey is posted to district website
	March/April	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	April 1 and 15	Advertising and active recruitment; Ad appears in <u>EdCal</u> . (Two consecutive publications)
MAY 2019 Phase 5	May 6, 5:00 PM	Deadline for applications
	May	Consultants complete comprehensive reference and background checks on applicants
	May 20	<i>Board meets with consultants, reviews all applications and selects finalists to be interviewed</i>
MAY - JUNE 2019 Phases 6-8	May 29	<i>Board interviews finalists</i>
	May/June	<i>Board completes validation visit of leading candidate's community and makes final determination on selected candidate.</i>
	June	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2019 Phase 9	July 1 (or as mutually agreed)	New superintendent begins