

**Concrete  
School District Superintendent Search  
Calendar  
2016-17**

<b>December 13, 2016</b>	<b>Meeting with Board president and executive assistant</b>
<b>January 4, 2017</b>	<b>Position posted on NWLA, WASA, WSSDA and AWSP websites</b>
<b>January 10, 2017</b>	<b>Focus group meetings with stakeholder groups identified by Board Electronic survey posted on website – English only</b>
<b>January 17, 2017</b>	<b>Brochure/position announcement finalized – recruitment begins</b>
<b>January 20, 2017</b>	<b>Vacancy announcement emailed to 3000+ nationwide</b>
<b>January 20, 2017 (or earlier)</b>	<b>Position description and brochure on district web</b>
<b>February 23, 2017</b>	<b>Mid-search report / preparation for interview phase – 5:00</b>
<b>March 10, 2017</b>	<b>Application deadline</b>
<b>March 14, 2017</b>	<b>Screening report to board</b> <ul style="list-style-type: none"> <li>• Work Session with board</li> <li>• Select candidates to be invited for preliminary interviews</li> </ul>
<b>March 18, 2017</b>	<b>Preliminary interviews</b> <ul style="list-style-type: none"> <li>• Executive Session to determine finalists will be held following final interview and/or the following day</li> </ul>

<b>March 21, 22, 23</b>	<b>Final interviews</b> <b>One candidate each day; schedule to be developed, but will include:</b> <ul style="list-style-type: none"> <li>• <b>Schools and district office visits</b></li> <li>• <b>Meetings with students and staff</b></li> <li>• <b>Dinner with Board</b></li> <li>• <b>Interview with Board in Executive Session</b></li> </ul>
<b>March 24, 2017</b>	<b>Announcement of new superintendent – contract offered –</b>
<b>March 30, 2017</b>	<b>Contract approved by the Board</b>
<b>July 1, 2017</b>	<i>Selected superintendent reports</i>

**Northwest Leadership Associates**