

## ARLINGTON SUPERINTENDENT SEARCH PROCESS

### POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June	Initial Focus Groups Scheduled
June 8	Approved Survey Goes Up – Available to Community
Between June 8-19	Focus Groups with Faculty and Community
June 19-26	Additional Focus Groups
By July 6	Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.
By July 24	Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed Compensation Package Approved Announcement of Vacancy is Posted.
Week of August 10	All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.
Week of August 24	Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals
Week of September 7	Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically. Search Committee is appointed.
September 14, 2020	Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)
October 16, 2020	Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.
Week of October 19	Search Committee Selects Candidates. Question Preparation is Finalized.
Oct. 26-Nov. 9	Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.
Week of November 9	School Committee Receives Candidate Recommendations
November 9-20	Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.
Week of November 30	Decision Made.

## SAMPLE SCHOOL COMMITTEE

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
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NOTE: The key to membership is to ensure that the educators do not outnumber the parents and community members.

It is possible that a larger committee would be appointed if required to satisfy local preferences.