

TASKS	RESPONSIBILITY/DECISIONS	DATE(S)
Orientation meeting Overview of process	School Committee (decisions): (NESDEC provides guidelines) <ul style="list-style-type: none"> • Approve timeline • Discuss Ad, Announcement/ Application • Begin discussion about screening Committee • Identifying salary range plan • Name liaison 	January 30, 2017
School Committee completes advertisement and announcement	NESDEC: Drafts ad / Announce. SC approves.	February 6
Distribute announcement/advertisement. Post vacancy on web sites	NESDEC: NESDEC, NSDC, School Spring (included) Ed Week, AASA (on-line 30 days) extra cost	February 13
Recruitment	NESDEC	January - April
Meeting to establish dates for focus groups and organize Screening Committee	School Committee (NESDEC provides guideline)	February 9
Advertise for Screening Committee and finalize Screening Committee members	School Board (NESDEC provides guidelines)	February - March
<ul style="list-style-type: none"> • Conduct needs assessment/ focus groups (6 groups) • School Committee focus group. • Distribution of Focus Group Report. (4/10) 	NESDEC	3/28: 9:30 – school admin 2:30 – secondary teach 3/30: 12:00 – students 3:30 – elem staff 7:00 – School Comm 4/4 7:00 – parents 4/5 7:00 - community
Application deadline/Screening Begins	NESDEC	March 31
Application review	NESDEC	March 31 – April 3
Complete/organize applicant files	NESDEC	March 31 – April 3
Interviewing/selection workshop with Screening Committee	NESDEC/Screening Committee <ul style="list-style-type: none"> ▪ Assign roles ▪ Set interview dates • Develop questions • Review applications 	April 11 and 13
Interview applicants and select 3-5 candidates for School Committee	Screening Committee (NESDEC will schedule interviews)	April 24 - 26
First Agreement with candidates	NESDEC	April 26
Presentation of candidates to School Committee School Committee workshop	Screening Committee/ NESDEC	May 1
Candidates visit district Interview candidates	School Committee (NESDEC will schedule interviews and notify candidates of status)	May 8 - 10
School Committee next steps discussion	School Committee	May 11
Second Agreement in Principle	NESDEC	May 5
School Committee visits districts/ telephone checks	School Committee with NESDEC assistance	May 15 -17
School Committee selects Supt.	School Committee	May 17