

Proposed Timeline for Dover Superintendent Search

Revised: November 18, 2013

Month	Task	Measure	Person/Party Responsible	Comments
November 2013	Finalize timeline for search	Time line finalized	Board	
	Committee selection criteria determined	Committee criteria finalized November 18 th	Board	See criteria selection
	Committee members recruited	Announcement in Fosters, all school email and SAU website	Board and IT for posting Press release to Fosters	
December 2013	Search Committee selected	Committee nominated and selected at December 9 th meeting	Board	
	Community Input criteria developed	Questions and method for input finalized week of 12/16	Search Committee	
January 2014	Community Meetings to seek input on Superintendent qualities	3 meetings held at 1 elementary, DMS, DHS week of 1/6/2014 with snow dates the following week	Search Committee	<ul style="list-style-type: none"> • Should we consider asking city council and chamber to hold forum? • Meet with the Education committee for the Chamber?
	Online feedback	Online collection of feedback week of 1/6/2014	Search Committee	

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	Job description revised	Feedback incorporated into job description and time line revisions made (if necessary) based on feedback	Search Committee	
	Job description approved	January 13 th approval	Board	
	Job Advertised	January 17 th - February 14 th	SAU- HR	
February 2014	Resumes Reviewed	Resumes reviewed week of February 16 th	Board and Search committee	
March 2014	Board update	Search committee updates board at the March 3 rd board meeting	Search Committee	
	Preliminary interviews	Committee conducts preliminary interviews with candidates week of March 3	Search committee	
	Reference check	Week of March 10	Search Committee, SAU HR	
	Second round of in person interviews with search committee, administration, parents, board-	Week of March 17 th This should be all day	Search Committee Board, Administration Parents	

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	Second Interviews	If necessary, conduct second interviews with candidates with board week of March 31 st	Search Committee and Board	
April 2014	Search committee recommendation	Search committee meets week of April 7 th	Search Committee	
	Board selects candidate	April 14 th board meeting	Board	
	Final references and background check conducted with finalist	Week of April 14 th	SAU HR	
May 2014	Offer made and negotiations		SAU HR and Search Committee	
	Finalist becomes public and voted	May 12 th board meeting	Board	
June 2014	Notice given and transition plan developed	Month of June	Board and administration	
July 2014	Superintendent start			