OFFICIAL TIMELINE
SUPERINTENDENT SEARCH

(Flexible based on Board direction)
Fullerton Joint Union High School District

Note: *Blue italicized text* indicates Board Participation

FEB-MAR 2021	February 12, 3:00 PM	District receives proposals
	February 23	*Proposal Presentations / Board Selects Firm*
	March 4	*Board approves Search Firm Contract*
MARCH-MAY 2021 Phases 1-4	March 4, 4:30 PM	*Board may take action to approve contract; Board confers with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection*
	March 30-31	Consultants confer with staff and community designated by the Board to receive input; Online survey is posted to district website (Survey; March 29-April 9)
	March-May	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	April 12 and 19	Advertising and active recruitment; Ad appears in EdCal, (Two consecutive publications)
APRIL-MAY 2021 Phase 5	**April 30, 5:00 PM**	**Deadline for applications**
	May	Consultants complete comprehensive reference and background checks on applicants
	May 18, 4:30 PM (Closed Session)	*Board confers with consultants, reviews all applications and selects candidates to be interviewed*
JUNE 2021 Phases 6-8	June 2 (Closed Session)	*Board interviews candidates; selects finalist(s)*
	June 7	*Board completes the validation process of the leading candidate and makes final determination*
	June 22	*Board approves superintendent contract at a **regularly scheduled** board meeting*
JULY 2021 Phase 9	July 1 (as mutually agreed)	New superintendent begins

Approved March 4, 2021