East Rochester Union Free School District
Superintendent Search
Calendar of Activities

Activity	Date(s)
Planning Meeting: Consultants and the Board meet to plan all aspects of the search.	January 07 and 15, 2020
Specification Development: Consultants activate online survey (January 22) and conduct meetings with constituent groups to gather feedback regarding District strengths, challenges, and the professional experiences and personal characteristics for the Board to consider in determining the leadership profile for the new superintendent.	February 03, 2020
Specification Approval: Board adopts specifications for the superintendent search and authorizes advertising venues.	February 25, 2020
Advertisement and Recruitment: Consultants initiate advertisement of the vacancy, solicitation of nominations and other recruitment activities.	February 26 - April 17, 2020
Application Deadline: Consultants accept applications through the close of business.	April 17, 2020
Applicant Vetting: Consultants screen candidates, conduct interviews, and initiate reference checks.	April 20 - May 08, 2020
Applicant Selection: Consultants present information on all candidates together with suggested semi-finalists to the Board. Board selects semi-finalists for further screening and interview.	May 19, 2020
Semi-Finalist Interviews: Board conducts semi-finalist interviews and selects finalists for further screening and interview.	May 26 - May 28, 2020
Finalist Interviews: Board conducts finalist interviews, selects candidate of choice, and conducts a site visit, if warranted.	June 02 - June 04, 2020
Employment Agreement Considerations: Board representative and candidate negotiate terms and conditions of employment	June 05 - June 15, 2020
Appointment: Board appoints Superintendent to begin on a date mutually agreed upon no later than September 1, 2020.	June 16, 2020