

BUSINESS MANAGER

Search Timeline - 2023

Post Vacancy	May 22, 2023
Application Deadline	Until Filled
<u>POST NOTICE</u> Discuss Search Timeline/Process and Select Screening Committee	June 8 (Board Meeting)
Screening Committee - Screen Applications, as Time Permits	Mon and Tues - June 12 and 13 7:30-4:00 District Office
Screening Committee - Select Candidates for Interview and Finalize Interview Questions (select 4 to 6 candidates)	Tues - June 13 5:00 District Office
<i>Call Candidates to Set Up Interviews for the following week</i>	<i>June 13 - June 18</i>
<u>POST NOTICE</u> Interviews and Determine Candidate (Board - interview candidates) (A-Team/District Office/Etc.- interview candidates) (Board – determine candidate and package)	Mon and Tues - June 19 and 20 (Special Mtgs. - closed session) 6:00 District Office and Middle School Library
<i>Call References / Call Candidate and Offer Contract</i>	<i>June 21 – July 12</i>
<u>POST NOTICE</u> Board Action on Hiring Business Manager	July 13 (Board Meeting)
New Business Manager Start Date	Upon Approval