

DISTRICT ADMINISTRATOR SEARCH
September

September

- Review Job Description**
- Review contract information**

October

- Development of Position Profile**
- Posting and publishing of the position (WECAN, WASDA and WASB)**
- Send Profile of Position and Screening Questions to Applicants**

November

- Initial Reference contacts**
- Recruit and Structure Screening Committee(s)**
- Committee Screens Candidates (3-5)**

November/December

- In-depth Reference Checks of Invited Candidates**
- Determination of Committees (2 or 3 Committees Composed of Staff, Parent/Community, Board, Student)**
- Select Committee Facilitators (Review process and questions)**
- Set Interview Schedule**
- Invitation to Interview**

December/January

- Forums for Finalist(s)**
- Tour of District**

January

- Finalist Visit with School Board**
- Offer of Employment**

The Schedule may be modified based on the process and candidates Schedule.