



## SEARCH TIMELINE

### Tamalpais Union High School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

<b>JANUARY 2025</b> Preliminary Phase	January 7	District receives proposals
	January 14	<i>Proposal Presentations / Board Selects Firm</i>
<b>JANUARY / FEBRUARY 2025</b> Community Engagement	January 22 (Special Mtg)	<i>Initial Meeting with the Board; Board determines characteristics, skills &amp; qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	February 1-8	Online survey dates
	February 5, 6 and 7	Consultants confer with staff and community designated by the Board to receive input
<b>FEBRUARY 2025</b> Advertisement and Recruitment	February	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	February 3 & 10	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
	<b>February 28, 5:00 PM</b>	<b>Deadline for applications</b>
<b>FEBRUARY / MARCH 2025</b> Interviews and Selection	February/March	Consultants complete comprehensive reference and background checks on applicants
	March 19 1:00-4:00 PM (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	March 28	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
<b>APRIL 2025</b> Contract Approval	Early April	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 15 or 29	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>JULY 2025</b> Start Date	July 1 (as mutually agreed)	New superintendent begins