

Park Ridge Board of Education

Superintendent Search Calendar – Final

<u>Dec. 17, 2025</u>	NJSBA Field Service Representative meets with Board to discuss NJSBA search processes
<u>Dec. 17, 2025</u>	Refine process, board criteria and search calendar development
<u>TBD</u>	Meetings with students, staff, and community. Online survey available.
<u>Jan. 2 – Feb. 17, 2026</u>	Ad appears online via district's & NJSBA's websites and social media accounts. Information to be distributed to associations, colleges, county superintendents, etc. and posted on NJSBA and other websites and social media outlets.
<u>Tues., Feb. 17, 2026; 5:00 pm</u>	Deadline for receipt of applications
<u>March 2, 2026</u>	Consultant delivers weighted pool and congruent criteria to Board Board approves interview schedule and questions
<u>March 16, 2026</u>	Board reviews applications and selects candidates for interview (no meeting)
<u>TBD</u>	Board meets for Superintendent Contract training
<u>Sunday, March 22, 2026 & Monday, March 23, 2026</u>	Board conducts first round interviews – selects candidates for 2 nd round interviews
<u>March 30, 2026 & April 1, 2026</u>	Board conducts second round interviews – selects candidates for 3 rd round interviews (if needed)
<u>April 20, 2026</u>	Board conducts 3 rd round interviews – selects finalist(s); begins checking references on the finalist after receiving candidate clearance for reference check by late April 2026
<u>On or before April 20, 2026</u>	Board selects finalist and begins contract negotiations (no meeting)
<u>TBD</u>	Committee conducts in-district visit(s) (optional)
<u>On or before May 1, 2026</u>	Board submits new contract to Executive County Supt. for approval
<u>On or about June 1, 2026</u>	Board hires, publicly approves new superintendent and introduces superintendent to staff and community
<u>On or before Sept. 1, 2026</u>	New superintendent begins work in the district, 60 days after appointment date
<u>Sept. / Oct. 2026</u>	Transition Workshop (Expectations & Goal Setting)

