



SEARCH TIMELINE

West Contra Costa

Unified School

District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

DECEMBER 2024 Preliminary Phase	December 6	District receives proposals
	December 18	<i>Proposal Presentations / Board Selects Firm</i>
JANUARY - FEBRUARY 2025 Community Engagement	January 22 7:00 pm (Special Mtg)	<i>Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	Feb 10 - Mar 3	Online survey dates
	Ongoing; February 24 - 28	Consultants confer with staff and community designated by the Board to receive input.
FEBRUARY - MARCH 2025 Advertisement and Recruitment	February - March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 12 (Board Meeting)	Search Update and approve Position Description
	March 3 and 10	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications). AASA website posting online 30 days and sent to its 5,000 subscribers.
	March 24, 5:00 PM	Deadline for applications
MARCH - MAY 2025 Interviews and Selection	March-April	Consultants complete comprehensive reference and background checks on applicants
	April 23	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	May 17 & 18	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meetings)</i>
MAY - JUNE 2025 Contract Approval	Week of May 19-23	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 28 or June 11	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2025 Start Date	July 1	New superintendent begins