📅 **SEARCH TIMELINE**

## Santa Clara County Office of Education Superintendent Search

Note: *Blue italicized text* indicates Board Participation

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| **OCTOBER 2024**<br>Preliminary Phase | October 4 | Santa Clara County Office received proposal |
| | October 8 | *Board Selects Firm* |
| **NOVEMBER - DECEMBER 2024**<br><br>Community Engagement | November 20 (Special Mtg) | *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)* |
| | December 6-20 | Online survey dates |
| | December 9-12 | Consultants confer with staff and community designated by the Board to receive input |
| **DECEMBER 2024 & FEBRUARY 2025**<br><br>Advertisement and Recruitment | December-January | Consultants identify potential candidates; Development and posting of recruitment materials and Position Description |
| | **January 15** | Consultants meet with board to determine salary range and approve timeline and position description |
| | **January 27 and February 3** | Advertising and active recruitment; Ad appears in EdCal, (Two consecutive publications) |
| | **February 10 5:00 PM** | **Deadline for applications** |
| **FEBRUARY - MARCH 2025**<br><br>Interviews and Selection | February | Consultants complete comprehensive reference and background checks on applicants |
| | **February 26** | *Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)* |
| | **March 8 & 9** | *Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)* |
| **MARCH 2025**<br><br>Contract Approval | March TBD | *Board completes the validation process of the leading candidate and makes final determination* |
| | **March 19** | *Board approves superintendent contract at a **regularly scheduled** board meeting* |
| **MARCH 2025**<br><br>Start Date | March TBD (as mutually agreed) | New superintendent begins |

BOE Adopted: 01-15-25