

AMESBURY PUBLIC SCHOOLS Superintendent Search Timeline

January 19, 2021	School Committee meets with Consultant to: <ul style="list-style-type: none"> • Confirm timeline • Confirm schedule for Focus Groups • Approve online survey • Approve Screening Committee composition and recruitment plan • Discuss advertising and candidate recruitment strategy
January 25- February 5	Conduct focus groups and online survey Recruit volunteers for Screening Committee
February 12	Deadline for receiving letters of interest for Screening Committee
Monday, February 22	School Committee meets with consultant to: <ul style="list-style-type: none"> • Analyze focus group and survey responses • Approve qualifications and selection criteria • Review materials for advertising • Approve Screening Committee membership
Friday, February 26 posted	Advertising materials finalized for web postings and position
Monday, March 24	Screening Committee meets for orientation
Friday, March 26	Application deadline
Thursday, April 1	Screening Committee meets to select semi-finalists
April 6-14	Screening Committee meetings to conduct interviews
Thursday, April 15	Screening Committee presents a list of finalists to the School Committee. Screening Committee is discharged.
Week of April 26	School Committee visits to finalists' districts
Week of May 3	Finalists visits to Amesbury and interviews
Thursday, May 6	School Committee votes to appoint Superintendent
July 1, 2021	Superintendent begins tenure

*It is critical that all members of the Screening Committee be present for all semi-finalist interviews to enable participation in voting for finalists. Setting meeting dates for the Screening Committee before recruiting can be invaluable in keeping the search on track by ensuring that interested volunteers are able to make the scheduled meetings.