

**SUMNER COUNTY
DIRECTOR OF SCHOOLS SEARCH
TIMELINE AND CRITICAL DECISION SEQUENCE**

Dates: Board Decision Consultant Activities & Recommendations

11/22/22

Choose Consultant

1/24/23

Approve Search Schedule

Initial Announcement of Position

1/24/23

Adopt Criteria

Distribute Brochure and Place Ads

Receive & Process
Candidate Files

Recruit Quality
Candidates

Acknowledge & Verify Completeness of
Candidates Files

Begin Evaluation of Credentials
and Check References

3/7/23

Select Candidates

Screen Candidates According to Adopted
Criteria & Recommend Semifinalists

Notify Unsuccessful Candidates & Check
Availability of Semifinalists

3/20-24/23

Interview Candidates

Assist the Board in Preparation for
Candidate visits and Interviews

3/27/23

Begin 2nd phase of
consideration: Focus on
one candidate at a time.

Check Availability of Finalists

3/27-4/3/23

Offer Contract

4/4/23

Announce Appointment

7/1/23

Director of Schools
Assumes Position