



**OFFICIAL TIMELINE
FOR EXECUTIVE DIRECTOR SEARCH 2018**

CALIFORNIA COLLABORATIVE FOR EDUCATIONAL EXCELLENCE

Note: *Blue italicized text* indicates Board Participation

JAN - FEB 2018	January 12	Marin County receives proposals
	January 17	<i>Interviews and selection of finalist firm</i>
	January 22	<i>Marin County notifies finalist</i>
	February 1	<i>CCEE Board Meeting to consider search firm finalist and determine characteristics, skills & qualities desired in a new CCEE Executive Director; Board publicly announces timeline and procedures for Executive Director selection; Contract begins on or about February 1</i>
	February 1-28	Consultants contact staff and stakeholders designated by Board, to receive input
FEB - MAR 2018 Phases 1-4	February 21	Consultants meet in Sacramento with staff and stakeholders
	March 12	Consultants meet with subcommittee to finalize position description; (Jim Brown to join by Skype or phone)
	Mid-March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 19 & 26	Advertising and active recruitment; Ad appears in AASA and EdCal, (two consecutive publications)
APR - MAY 2018 Phase 5	April 9, 5:00 PM	Deadline for applications
	April 12	<i>Board Meeting, CCEE Search Update</i>
	April 30	Consultants complete comprehensive reference and background checks on applicants; development of confidential profile summary
	May 8	Advisory subcommittee meets with consultants, reviews all applications, and selects candidates to recommend to full Board for interviews
MAY - JUNE 2018 Phases 6-8	May 24-25	<i>Board interviews candidates, determines the finalist(s), and selects a finalist</i>
	Optional	<i>Board completes validation visit of leading candidate's work site and makes final determination on selected finalist</i>
	June 7	<i>Board approves executive director contract at a regularly scheduled board meeting</i>
JULY - AUG 2018 Phase 9	July 1	New Executive Director begins
	August 23	<i>Goal-setting and evaluation workshop</i>