

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT
OXFORD, MA PUBLIC SCHOOLS
(As of January 14, 2021)**

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting/ Overview of Process (Virtual Meeting)	SCHOOL COMMITTEE (review/decisions) (NESDEC provides guidelines) - Name Liaison - Approve Draft Timeline - Discuss letter/ads/application - Establish salary range (ongoing) - Determine Composition of Screening Committee	January 13, 2021
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2021
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by January 20, 2021
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	January – February 2021
Community Needs Assessment	SCHOOL COMMITTEE determines focus groups/interviews – i.e. Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile.	Jan. 15 – Feb. 5, 2021
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	February 12, 2021
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By February 12, 2021
Begin Review of Applications – (i.e., Application Deadline)	NESDEC	March 1, 2021
Complete/Organize Applicant Files	NESDEC	March 2 – 3, 2021
1st Interview/Selection Virtual Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	March 4, 2021
2nd Screening Committee Virtual Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule	March 9, 2021
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	March 11-22, 2021
Determine Candidates to Recommend to School Committee by Date Noted.	SCREENING COMMITTEE candidates listed alphabetically	By March 22, 2021
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	March 22-24, 2021
Announce Finalists	SCHOOL COMMITTEE	March 25, 2021
Finalist Interviews (Likely Virtual)	SCHOOL COMMITTEE	March 31 – April 5, 2021
Visits to Finalists' Districts (Optional and Likely Virtual)	SCHOOL COMMITTEE	April 15-23, 2021
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	April 27, 2021
Select Superintendent	SCHOOL COMMITTEE	May 10, 2021