

Albuquerque Public Schools

Draft Superintendent Search Process and Timeline

Board Input and Planning Preparation

- October 8, 2019 Superintendent Reedy announces retirement plans
- October 15, 2019 Planning meeting with board to determine general process, tentative timeline* and major components for work to begin
- Direction needed on key questions such as:
- Guiding values for the superintendent search process
 - Constituent involvement
 - Desired and required criteria for superintendent
 - Search parameters for advertising
 - Search process to use external search facilitator to manage application accession, preliminary screening and facilitate as requested
- October 2019 Based on input from the board, begin preparing and implementing information and logistical details including the district promotional flyer, online application form, advertising, community input methods and implementation, request for proposal from search firms
- October 28, 2019 Board approves the superintendent search plan, knowing that adjustments may need to be made as the process and timeline proceeds

Profile Development and Process

- November 2019 Develop “Request for Proposal” and secure search firm
- November 2019 Gather community input to develop the superintendent profile through community meetings; online survey available on district website; surveys sent directly to employees, families, business community and government officials
- Community forum dates:
November 18, 6-7:30 p.m. – Sandia High School
November 19, 7-8 a.m. – Alice and Bruce King Educational Complex
November 21, 6-7:30 p.m. – Volcano Vista High School
November 22, 11:30 a.m. – 12:30 p.m. – Alice and Bruce King Educational Complex

*Dates are flexible; some modification is anticipated based on progress of the search and Board of Education decisions throughout the process.

**All applications will be reviewed. Materials received after the closing date may be given full consideration depending on the number of applications received and other factors.

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November 25, 6-7:30 p.m. – Eisenhower Middle School and Alvarado Elementary School
November 26, 6-7:30 p.m. – Roosevelt Middle School
December 2, 6-7:30 p.m. – Zia Elementary School
December 3, 6-7:30 p.m. – Manzano Mesa Elementary School and Rio Grande High School
December 5, 6-7:30 p.m. – Albuquerque High School and Jimmy Carter Middle School

Dec 6, 2019 Deadline for input from constituents, stakeholders and board members

Dec 11, 2019 Deadline for input to be compiled and finalized for board review

Dec 12, 2019 Deadline for promotional flyer and online application drafts

Dec 18, 2019 Board finalizes and approves promotional flyer and online application form

Recruiting and Screening

January 2020 Promotional flyer, online application and instructions published, pending search firm

January 2020 Distribute promotional flyer and online application instructions, pending search firm

March 2020 Deadline for all application materials**

Candidate Presentation

March 2020 All applications are screened and reviewed against board-determined desired and required criteria creating a qualified applicant pool, pending search firm input

March 2020 Qualified applicant pool presented to board, pending search firm

March 2020 Each board member will individually and confidentially review the entire qualified applicant pool and identify his/her top five prospects. The board will discuss their individual selections in conjunction with the presented qualified applicant pool from the search firm

March 2020 References and background checks of semi-finalists

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March 2020	Board reviews and narrows qualified applicant pool to semi-finalist pool for first round interviews
March 2020	First-round interviews with board, and board narrows to finalist list
March 2020	Public Forums
March 2020	Second-round interviews

Selection of Finalist and Future Planning

March/April 2020	Each board member will review all data generated through the interview and assessment process
March/April 2020	Determine finalist and offer contract
March/April 2020	Formal announcement of the new superintendent of the Albuquerque Public Schools who will assume the position July 1
July 1, 2020	Superintendent assumes position

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