

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT  
NORTH KINGSTOWN RI PUBLIC SCHOOLS  
(As of May 20, 2022)**

<b>Task</b>	<b>RESPONSIBILITIES</b>	<b>DATE(S)</b>
<b>Orientation Meeting/ Overview of Process (Virtual Meeting)</b>	SCHOOL COMMITTEE (review/decisions) (NESDEC provides guidelines) - Name Liaison - Approve Draft Timeline - Discuss letter/ads/application - Establish salary range (ongoing) - Discuss Composition of Screening Committee	<b>May 12, 2022</b>
<b>Anticipated Start Date for New Superintendent</b>	SCHOOL COMMITTEE	<b>Oct. 15, 2022 or later if necessary</b>
<b>Develop Invitational Letter &amp; Online Ad</b>	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	<b>Text approved by May 12, 2022</b>
<b>Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting</b>	NESDEC Website and Recruiting Network	<b>May/June 2022</b>
<b>Community Needs Assessment</b>	SCHOOL COMMITTEE/LIAISON 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.	<b>June, 2022</b>
<b>Candidate Profile Submitted</b>	SCHOOL COMMITTEE/LIAISON/NESDEC	<b>By early July, 2022</b>
<b>Screening Committee Selection: Advertise/Recruit and Select Members.</b>	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	<b>By early July, 2022</b>
<b>Begin Review of Applications – (i.e. Application Deadline)</b>	NESDEC	<b>By July 15 2022</b>
<b>Complete/Organize Applicant Files</b>	NESDEC	<b>By July 15, 2022</b>
<b>1<sup>st</sup> Interview/Selection Virtual Workshop with Screening Committee (2-3 hrs)</b>	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	<b>July 18, 2022</b>
<b>2<sup>nd</sup> Screening Committee Virtual Workshop (1-2 hrs)</b>	Meeting 2: Review applications, affirm interview schedule	<b>July 25, 2022</b>
<b>Preliminary Interviews of Selected Applicants</b>	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	<b>August 1 - 12, 2022</b>
<b>Determine Candidates to Recommend to School Committee by Date Noted.</b>	SCREENING COMMITTEE candidates listed alphabetically	<b>By August 16, 2022</b>
<b>First Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>August 17-19, 2022</b>
<b>Announce Finalists</b>	SCHOOL COMMITTEE	<b>Approx. August 23, 2022</b>
<b>Finalist Interviews</b>	SCHOOL COMMITTEE	<b>End of August, 2022</b>
<b>Visits to Finalists' Districts (Optional)</b>	SCHOOL COMMITTEE	<b>Beginning of Sept. 2022</b>
<b>Second Agreement in Principle with Finalists and Verify Credentials</b>	NESDEC	<b>Beginning of Sept. 2022</b>
<b>Select Superintendent</b>	SCHOOL COMMITTEE	<b>Sept 13, 2022</b>