



**ELIZABETH CITY- PASQUOTANK PUBLIC SCHOOLS BOARD OF EDUCATION
SUPERINTENDENT SEARCH
APPROVED TIMELINE**

October 22, 2018*	Meeting to Approve Initial Documents
October 23, 2018	Advertising of Vacancy Begins
October 23, 2018 – January 14, 2019	Community and Staff Input Period (e.g., online surveys)
January 14, 2019	APPLICATION DEADLINE
January 28, 2019*	Meeting to Review Community and Staff Input (e.g., survey results) and to Draft Custom Leadership Profile
January 28, 2019	NCSBA Makes Application Materials Available to Board Members
January 28 – February 11, 2019	Board Reviews Applications
February 11, 2019	Meeting on Applications to Choose First Round Interviewees and to Select Questions (Closed)
February 25 – March 6, 2019	Meeting(s) for Initial Interviews and to Select Finalists and Final Round Questions (Closed)
March 7 – April 1, 2019	NCSBA will conduct complete and thorough reference checks and request criminal and credit background checks of the finalists in compliance with applicable laws.
April 1 – April 8, 2019	Meeting(s) for Final Interviews and to Decide on Terms of Offer (Closed)
April 8 – April 15, 2019	Contract Discussions
April 15, 2019	Announcement and Introduction of Superintendent
May 15, 2019**	Employment to Begin

* Regularly scheduled meeting.

**Employment may be advertised to begin on July 1, 2019 if you wish the new superintendent to begin on the first day of the next fiscal year.

