West Contra Costa Unified School District Superintendent Search

Revised Timeline (4-24-25)*

DECEMBER 2024 Preliminary Phase	December 6	District receives proposals
	December 18	*Proposal Presentations / Board Selects Firm*
JANUARY - FEBRUARY 2025 Community Engagement	January 22 7:00 pm (Special Mtg)	*Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)*
	Feb 10 - Mar 10	Online survey dates
	February 10 -21 February 24 - 28, as needed	Consultants confer with staff and community designated by the Board to receive input.
FEBRUARY - MARCH 2025 Advertisement and Recruitment	February - March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 26 (Board Meeting)	Search Update and approve Position Description
	March 3 and 10	Advertising and active recruitment. Ad appears in EdCal, (Two consecutive publications). AASA website posting online 30 days and sent to its 5,000 subscribers. EdJoin website posting.
	Extended April 4th 5:00 PM	**Deadline for applications**
MARCH - MAY 2025 Interviews and Selection	March-April	Consultants complete comprehensive reference and background checks on applicants
	April 23 (Special Closed Session)	*Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)*
	May 13, 18, 19 (Special Closed Session)	*Board interviews candidates; selects finalist(s) (Closed Session meetings)*
MAY - JUNE 2025 Contract Approval	Week of May 19-23	*Board completes the validation process of the leading candidate and makes final determination*
	May 28 or June 11	*Board approves superintendent contract at a regularly scheduled board meeting*
JULY 2025 Start Date	July 1	New superintendent begins

BOE 01-22-25

Subject to Change. The dynamic nature of a candidate search may necessitate some changes to the timeline presented.