

**MISSISSIPPI DEPARTMENT OF EDUCATION**  
**STATE SUPERINTENDENT OF EDUCATION SEARCH PROCESS AND TIMELINE**  
**(Revised 7/18/13)**

*Items highlighted in yellow indicate an in-person meeting with the consultant(s)*

**DATE**

<b>Stage 1</b> <b>Board Input &amp; Preparation</b>	<u><b>05/2013</b></u>	Individual state board member interviews.
	<u><b>05/16/13</b></u>	Consultant planning meeting with the state board via gotomeetings.com. (Time: 1:30 p.m.)
	<u><b>05/16/13</b></u>	Begin preparing informative flyer and online application form with the district liaison representative(s).
	<u><b>05/17/13</b></u>	Advertise position and consultant to notify all associates and other professional contacts of vacancy.
	<u><b>05/17/13</b></u>	Identify and contact stakeholders for phone interviews ( <u>Wk of 05/20/13</u> ) .
<b>Stage 2</b> <b>Profile Development &amp; Process</b>	<u><b>05/17/13</b></u>	Online survey link, for input on developing the profile, available on department district website from <u>05/17/13</u> to <u>05/28/13</u> .
	<u><b>Wk of 05/20/13</b></u>	Conduct phone interviews with stakeholder group representatives identified by state board of education members.
	<u><b>05/28/13</b></u>	8 a.m. deadline for survey/input from constituents, education groups, stakeholders and board members, including online survey.
	<u><b>05/31/13</b></u>	Promotional flyer draft due.
	<u><b>05/31/13</b></u>	State board to finalize state superintendent profile for the promotional flyer. (Time: TBD) (option to conduct via Skype or gotomeetings.com)
<b>Stage 3</b> <b>Recruiting &amp; Screening</b>	<u><b>06/03/13</b></u>	Print promotional flyer. Forward to consultant.
	<u><b>06/03/13</b></u>	E-mail promotional flyer and online application instructions to interested candidates.
	<u><b>09/03/13</b></u>	Deadline for all application materials. (*See note below.)
<b>Stage 4</b> <b>Candidate Presentation &amp; Screening</b>	<u><b>09/11/13</b></u>	Consultant develops and finalizes interview questions and procedures with the state board. Semi-finalists are presented to the state board and consultant assists in selecting finalists for the interviews. (Time: 1:00 p.m.)
<b>Stage 5</b> <b>Selection of Finalist &amp; Future Planning</b>	<u><b>09/24-25/13</b></u>	State board to interview finalist candidates.
	<u><b>09/24-25/13</b></u>	Final meeting with consultant following the last interview. (Time: TBD) (option to conduct via Skype or gotomeetings.com)
	<u><b>TBD</b></u>	Optional on-site visit of leading candidate(s) current place of employment by state board members.
	<u><b>TBD</b></u>	Offer the contract.
	<u><b>TBD</b></u>	Press release of new state superintendent.

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