

# WHITEHOUSE INDEPENDENT SCHOOL DISTRICT SUPERINTENDENT SEARCH

## Suggested Timeline

**This preliminary timeline is based on the assumption that a new superintendent for the Whitehouse Independent School District will be on duty by June 10, 2024 and may be modified according to the Board approved begin date.**

December 18, 2023

- Meet with the Board of Trustees to discuss superintendent search

January 3, 2024

- Begin posting of advertisements with the Texas Association of School Administrators, TexasISD.com and other appropriate national educational publications (Education Week and American Association of School Administrators)

January 8, 2024

- Mail letters of invitations to outstanding individuals known to have the prerequisite skills for the superintendency in the Whitehouse Independent School District.
- Contact and recruit outstanding professionals for nominations and application for the position of superintendent of schools in the Whitehouse Independent School District.

February 8, 2024

Community Input

- 8:30 AM–10:00 AM – Focus Group 1
- 10:30 AM–12:00 PM –Focus Group 2
- 12:00 PM–1:00 PM –Lunch and Media Availability
- 1:30 PM– 3:00 PM – Focus Group 3
- 3:00 PM–4:00 PM - Meet with Senior Staff
- 5:00 PM–6:00 PM – Meet with Board of Trustees

February 29, 2024

- Application deadline

March 7, 2024

- Search consultants meet with Board of Trustees to identify candidates to interview.

March 19-21, 2024

- 1<sup>st</sup> Round of Interviews

April 1-2, 2024

- 2<sup>nd</sup> Round of Interviews

April 8-12, 2024

- Background checks
- District visits
- Final agreements

April 15, 2024

- Identification of finalist(s) for position of superintendent of schools
- Begin twenty-one-day period for official employment and contract execution (required by state law)

April 15 - May 6, 2024

- Twenty-one-day period to finalize the details of contract
- Candidate visits to the district

May 6, 2024

- Approve employment contract

June 10, 2024

- New superintendent assumes position