



JOSEPH CITY USD

Search Timeline

Arizona School Boards Association

TRADITION OF EXCELLENCE



JOSEPH CITY USD

Search Timeline

TRADITION OF EXCELLENCE

Date: Dec. 9, 2025

Process: ASBA awarded search firm contract

Date: Dec. 15, 2025

Process: Pre-search coordination

Date: Jan. 12, 2026

Process: *KICK-OFF* - Orientation and Planning: With the search team, the board will review and approve search timeline (including determining if optional elements are desired); review online application process and approve questions to be included; review and approve community survey; review and approve position posting, salary range and basic desired and preferred qualifications; approve search agreement (inclusive of timeline) with board president as signor.

Location: *Board meeting (open session)*

Date: Jan. 13, 2026

Process: *Contact attorney* - Board president contacts district attorney to advise of search schedule and request assistance with contract negotiations.



JOSEPH CITY USD

Search Timeline

TRADITION OF EXCELLENCE

Date: Jan. 19, 2026

Process: Community survey opens online (English and Spanish; district distributes link and promotes survey; ASBA promotes on social media sites. (closing date is Feb. 6, 2026).

Location: *ASBA Survey Monkey*

Dates: Jan. 29, 2026

Community Forums: The community will have the chance to share their perspectives on the qualities they seek in the new superintendent, highlight positive aspects, and identify areas for improvement.

Date: Feb. 6, 2026

Process: Online community survey closes.

Date: Week of Feb. 9, 2026

Process: Consultant provides a report to the board about community forums and leadership profile survey results. Leadership Profile created based on feedback.

Location: *Electronic Delivery*



JOSEPH CITY USD

Search Timeline

TRADITION OF EXCELLENCE

Date: Feb. 16, 2026

Process: Post position on various sites, initiate advertising and begin active recruitment

Location: *Various sites and social media platforms*

Date: Mar. 16, 2026

Process: Application process closes.

Date: Mar. 20, 2026

Process: ***Applicant reference checks/due diligence*** - Completed by search team.

Date: Mar. 27, 2026

Candidate Selection and Interview Preparation-

With the lead search consultant in an executive session of the governing board, the board will review applicants and consider which to invite for first round interviews.

Review the schedule and process for interviews and discuss potential interview questions/themes.

Location: *Board Meeting (and executive session)*



JOSEPH CITY USD

Search Timeline

TRADITION OF EXCELLENCE

Date: Apr. 8, 2026

Process: *First Round Interviews* - The lead search consultant will join the board in executive session for all interviews.

Location: *Board Meeting (open session and executive session)*

Date: Apr. 17, 2026

Process: *Final Round Interviews with Board, Site Visits and Meet & Greet Q&A with Finalists* - The community will have an opportunity to meet and ask questions of the finalists. (This event is organized and promoted by the district. Interpreter recommended).

In executive session, the board will discuss finalists and may consider entering into contract negotiations with a specific finalist for the position of district superintendent. The board may also consider another round of interviews or extend the process.

Location: *All school sites, district office and other sites as recommended*

Date: TBD May 4 -12, 2026#

Process: *Decision-Making and Contract Negotiations* - The board may also consider another round of interviews or extend the process if needed.

Location: *Board Meeting (executive session)*

#: *If needed*



JOSEPH CITY USD

Search Timeline

TRADITION OF EXCELLENCE

Proposed Date: May 12, 2026

Process: Announcement/Introduction of New Superintendent

Location: *Regularly Scheduled Board Meeting**

**Subject to change*

Proposed Date: Within 3 months of superintendent start date

Team Transitions Facilitation Session: With board and new superintendent facilitated by ASBA (including development and/or review of communications protocols).

Location: *Study Session*

Proposed Date: July 1, 2026

Coaching Sessions* Begin:** Newly hired superintendent will meet with lead search consultant for up to 15 hours of coaching.

Location: *In-person or Zoom*

***** TBD**

