



# **SUPERIOR USD**

## Proposed Search Timeline

*Arizona School Boards Association*



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## Proposed Search Timeline

**Date: Nov. 14, 2025**

**Process:** ASBA awarded search firm contract

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**Date: Nov. 15, 2025**

**Process:** Pre-search coordination

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**Date: Nov. 21, 2025**

**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)*

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**Completed**

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



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### **Date: Dec. 12, 2025**

**Process:** Community survey opens online (English and Spanish; the district distributes the link and promotes the survey; ASBA promotes on social media sites. (Closing date is Jan. 16, 2026)

**Location:** *ASBA Survey Monkey*

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### **Dates:**

**Jan. 7, 2026, 5:00 pm: District Office, Room 106**

**Jan. 12, 2026, 5:30 pm: Superior Chamber of Commerce**

**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.

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### **Date: Jan. 16 2026**

**Process:** Online community survey closes.

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### **Date: Week of Jan. 19, 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*



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**Date: Jan. 16, 2026**

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

**Location:** *Various sites and social media platforms*

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**Date: Feb. 17, 2026**

**Process:** Application process closes.

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**Date: Jan. 16, 2025- Feb. 17, 2026**

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

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**Date: Feb. 20, 2026**

**Process:** ***Interview Preparation and Candidate/Finalist Selection*** - With the lead search consultant in open session of the governing board, the board will review the results of the community survey, community/group meetings, board member discovery calls and the resulting Leadership Profile; review the schedule and process for interviews, including a community forum with finalists if desired. The team will also review and discuss potential interview questions/themes. 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 and decide on date for final round interviews.

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



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### **Date: Feb. 28, 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)*

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### **Date: Mar. 5, 2026**

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

**Location:** *Superior Chamber of Commerce*

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### **Proposed Date: Mar. 6, 2026#**

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

**Location:** *District Office*

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### **Proposed Date: Week of Mar. 9, 2026#**

**Process: *Decision-Making and Contract Negotiations*** - 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:** *Board Meeting (executive session)*

**#:** *If needed*



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## Proposed Search Timeline

### **Proposed Date: Apr. 1, 2026**

**Process:** Announcement/Introduction of New Superintendent

**Location:** *Regularly Scheduled Board Meeting\**

*\*Subject to change*

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### **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*

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### **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**

