

**TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT
UXBRIDGE PUBLIC SCHOOLS**

Approved:
March 4, 2025

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting/ Overview of Process	SCHOOL COMMITTEE (review/decisions) (NESDEC provides guidelines) - Name Liaison - Approve Draft Timeline - Discuss letter/ads/application - Establish salary range (ongoing) - Determine Composition of Screening Committee	March 4, 2025
Goal Hire Date for New Superintendent	SCHOOL COMMITTEE	May 19, 2025
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2025
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by March 5, 2025
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	Outreach begins March 5, 2025
		Recruitment through April 10, 2025
Community Needs Assessment	SCHOOL COMMITTEE determines focus groups/interviews – i.e. Admin; Staff; Community/ Parents	NA
	SCHOOL COMMITTEE District schedules and notifies public, etc.	NA
	NESDEC Conducts focus groups/interviews and develops candidate profile	NA
	NESDEC Administer online survey	March 10, 2025 - April 4, 2025
Candidate Profile	SCHOOL COMMITTEE/NESDEC	Draft to SC by April 5, 2025
		Approved by April 14, 2025
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By March 17, 2025
Begin Review of Applications – (i.e. Application Deadline)	NESDEC	April 10, 2025
Complete/Organize Applicant Files	NESDEC	April 10 - 14, 2025
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	April 14, 2025
2nd Screening Committee Workshop (1-2 hrs)	NESDEC & SCREENING COMMITTEE Meeting 2: Review applications, affirm interview schedule	April 17, 2025
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	April 28-May 2, 2025
Determine Candidates to Recommend to School Committee by Date Noted	SCREENING COMMITTEE candidates listed alphabetically	By May 6, 2025
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	May 8, 2025
Announce Finalists	SCHOOL COMMITTEE	May 9, 2025
Finalist Interviews	SCHOOL COMMITTEE	Week of May 12, 2025
Visits to Finalists' Districts (Optional and Possibly Virtual)	SCHOOL COMMITTEE	TBD
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	By May 16, 2025
Select Superintendent	SCHOOL COMMITTEE	By May 19, 2025