



# Search Service

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## **SCHEDULE OF ACTIVITIES** **Superintendent of Schools** **Fort Atkinson School District** Fort Atkinson, Wisconsin

Initial Meeting	November 8, 2012
Planning & Timeline	November 16, 2012 through December 13, 2012
Board / Community Focus Groups	December 3, 2012
Board Approval of Vacancy Information and Essay Questions	by December 13, 2012
Vacancy Announcement	by December 19, 2012
Application Deadline	January 28, 2013 (postmarked by)
Review of Applications/Choose Interviewees	February 6, 2013 (Snow Date: February 7, 2013)
First Round of Interviews and Selection of Finalists	February 19 and 20, 2013 (Snow Date: February 23, 2013)
Reference Checks	by February 27, 2013
Final Round of Interviews	March 4, 5, and 6, 2013 (Snow Date: March 7, 2013)
Site Visit (Optional)	Maybe Scheduled
Final Selection	by March 8, 2013
Negotiate Contract	March 8, 2013 thru March 15, 2013
Announce New Superintendent/District Administrator	by March 21, 2013
Position Start	July 1, 2013
Define Board/Superintendent Expectations Meeting (Optional)	After Superintendent is hired

**NOTE:** Dates maybe adjusted to accommodate schedules or other unforeseen circumstances.

**DATE:** 11/19/2012 Approved