

**Chehalem Park and Recreation District  
Superintendent  
Hiring Process Timeline**

- October 1, 2024 Special Board Meeting to review/ discuss/approve job description, benefit package, selection process and criteria and timeline. Appoint Superintendent Search Committee.
- October \_\_, 2024 Prior to finalizing job announcement, **optional** virtual meeting with staff to gather input on process and key characteristics and skills of the next superintendent.
- October \_\_, 2024 Meet with Superintendent Search Committee (in person or virtually) to work through any recommended changes in the process, documents, criteria, and/or timeline.
- October 15, 2024 Finalize Job Announcement and Classified Ads (SDAO)
- October 16, 2024 Recruitment Period Opens**
- November 18, 2024 Recruitment Period Closes**
- November 19, 2024 Initial evaluation of candidate application materials completed by SDAO and delivered to Board Members/Superintendent Search Committee.
- November 25, 2024 Special Board Meeting, Executive Session to Review Applicants and select up to five semi-finalists.
- November 26, 2024 Semi-finalist notified
- December 12, 2024 Interview and Assessment Process, Special Board of Directors Meeting (Executive Session) for Interviews. (Location TBD)**
- December 13, 2024 Possible Board of Directors Meeting
- Dec. 16-31, 2024 Contract negotiations with finalist, background check completed, final reference checks completed.
- February 1, 2025 Tentative Start Date for New Superintendent**