



## CHURCHILL COUNTY SCHOOL DISTRICT | FALLON, NEVADA

### Superintendent Search Timeline – Information for Candidates

The following timeline is provided to assist prospective candidates in understanding the anticipated process, key milestones, and projected dates associated with the Churchill County School District Superintendent search.

Churchill County School District is committed to conducting a thorough, transparent, and efficient search process that respects candidates' time while ensuring meaningful engagement with the Board of Trustees and community stakeholders. This tentative timeline is intended to help candidates plan accordingly, particularly with respect to application deadlines, interview windows, and anticipated selection and contract approval dates.

While the District and its search consultant, Modern EducateHR, will make every effort to adhere to this timeline, candidates should note that dates may be adjusted as necessary to comply with Nevada Open Meeting Law requirements, accommodate Board scheduling needs, or respond to circumstances that arise during the search process. Any material adjustments will be communicated promptly to candidates who remain under consideration.

Candidates are encouraged to review the timeline carefully, as it outlines:

- The projected posting and application period
- The screening and finalist selection process
- Anticipated interview dates
- The expected timeframe for superintendent selection and contract approval
- Transition and entry planning expectations

Churchill County School District values clear communication and professionalism throughout the search process and appreciates candidates' interest in educational leadership opportunities within the District and the Fallon community.

#### Phase 1: Finalization of Superintendent Profile

**Date: December 29, 2025**

The Board of Trustees and Modern EducateHR met during a duly noticed Board meeting on December 29, 2025, to finalize the Superintendent Profile, including district priorities, leadership attributes, desired qualifications, and an anticipated salary range for the position. Finalizing the Superintendent Profile and salary range at this meeting allows recruitment and advertising activities to proceed immediately.

## **Phase 2: Posting, Advertising, and Active Recruitment**

**Date: December 30, 2025 – February 14, 2026**

The Superintendent position will be posted and broadly advertised beginning December 30, 2025. The application period will remain open for a minimum of forty-five (45) days, closing on February 14, 2026.

During this period, Modern EducateHR will:

- Distribute announcements through regional and national superintendent networks
- Conduct targeted, confidential outreach to encourage highly qualified candidates
- Respond to candidate inquiries and manage application materials

This approach is designed to balance efficiency with best practices for attracting a strong and diverse pool of applicants.

## **Phase 3: Stakeholder Survey**

**Date: January 6 – January 27, 2026**

During the recruitment period, Modern EducateHR will administer a stakeholder survey to gather input from staff, parents, and community members regarding district priorities and desired superintendent characteristics. Results of the survey will help inform the screening and interview process.

## **Phase 4: Screening and Preliminary Candidate Review**

**Date: February 16 – February 27, 2026**

Following the close of the application period, Modern EducateHR will conduct an initial review of applications, including screening for qualifications and conducting reference and background reviews as appropriate. From this process, a preliminary pool of qualified candidates will be identified for further consideration.

## **Phase 5: Presentation and Selection of Finalists**

**Date: March 3, 2026**

Following completion of candidate screening and reference checks, Modern EducateHR will present the Board of Trustees with a group of finalists for consideration. The identification of finalists and Board action to advance candidates to the interview phase is anticipated to occur during a duly noticed Board meeting on or about March 3, 2026.

During this meeting, the Board will determine which candidates will advance to the interview phase. If necessary to maintain momentum in the search process, the Board may elect to schedule an alternate or additional special meeting in compliance with Nevada Open Meeting Law.

## **Phase 6: Candidate Interviews**

**Date: March 12 – 13, 2026 or March 18 – 19, 2026**

Finalist interviews are anticipated to take place during specially scheduled meetings in mid-March. Based on the overall timeline and the need to provide reasonable travel and preparation time, interviews are expected to occur on March 12–13, 2026, or alternatively March 18–19, 2026.

The interview process may occur over one or two days, depending on the structure of the interviews and any approved stakeholder participation. Candidates will receive detailed information in advance regarding interview expectations, format, and participants.

Following interviews, the District may elect to conduct an additional interview with a finalist prior to selection. All interview-related meetings and actions will be conducted in compliance with Nevada Open Meeting Law.

## **Phase 7: Selection of Superintendent and Contract Development**

**Anticipated Superintendent Selection Date: March 12-13, 2026 or March 18-19, 2026**

**Contract Development and Approval Window: March 12 – April 21, 2026**

Following completion of finalist interviews, the Board of Trustees anticipates selecting a preferred candidate during a duly noticed meeting held in conjunction with the interview process, expected to occur on March 12–13 or March 18–19, 2026 timeframe.

Upon selection, the District, with support from Modern EducateHR, will immediately proceed with contract development and negotiations, with the goal of finalizing an employment agreement as expeditiously as practicable.

It is anticipated that the proposed contract will be presented to the Board for approval at the regularly scheduled March 31, 2026 Board meeting, provided contract terms are finalized and agenda items can be properly noticed in compliance with Nevada Open Meeting Law.

If the contract is not finalized in time for the March 31 meeting, the Board may elect to:

- Approve the contract at a specially scheduled Board meeting, or
- Consider approval at the April 21, 2026 regularly scheduled Board meeting.

## **Transition and Entry Planning**

**Date: April – June 2026**

Following appointment, Modern EducateHR will support transition planning between the Board and the new Superintendent, including initial goal-setting and entry planning, consistent with the Scope of Work.

A start date of **July 1, 2026**, or another mutually agreed date, may be established by the Board.