

**Cohasset Public Schools
Director of Finance and Operations
Search Committee Process**

Step	Time Line
1. Advertise / Post Position	January 30, 2020 – Until Filled
2. Establish a Director of Finance and Operations Screening Committee	By February 7, 2020
3. Meeting of the Director of Finance and Operations Screening Committee to: <ul style="list-style-type: none"> o Review job description o Brainstorm qualities of a great Director of Finance and Operations o Develop interview questions (<i>which will be finished by end of second meeting</i>) 	February 13, 2020 3:00PM – 4:30PM in the Community Room adjacent to the Central Offices
4. Screen Candidates at Central Office	February 13, 2020 – February 25, 2020
5. Select Candidates to be interviewed and finish the development of questions	February 25, 2020 3:00PM – 4:30PM in the Community Room adjacent to the Central Offices
6. Interview Candidates	March 2, 2020 – March 6, 2020
7. Finalist Round	March 9, 2020 – March 13, 2020
8. Finalist for Director of Finance and Operations is interviewed / appointed by the School Committee	TBD
Meet and Greet with Staff / Leadership	TBD

The role of the Search Committee is to follow the interview process and to recommend a finalists or finalists to the Superintendent. The Superintendent will interview the finalist / finalists and send a candidate to the School Committee for final appointment.