

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 22, 2018

SUBJECT: Director's Search

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

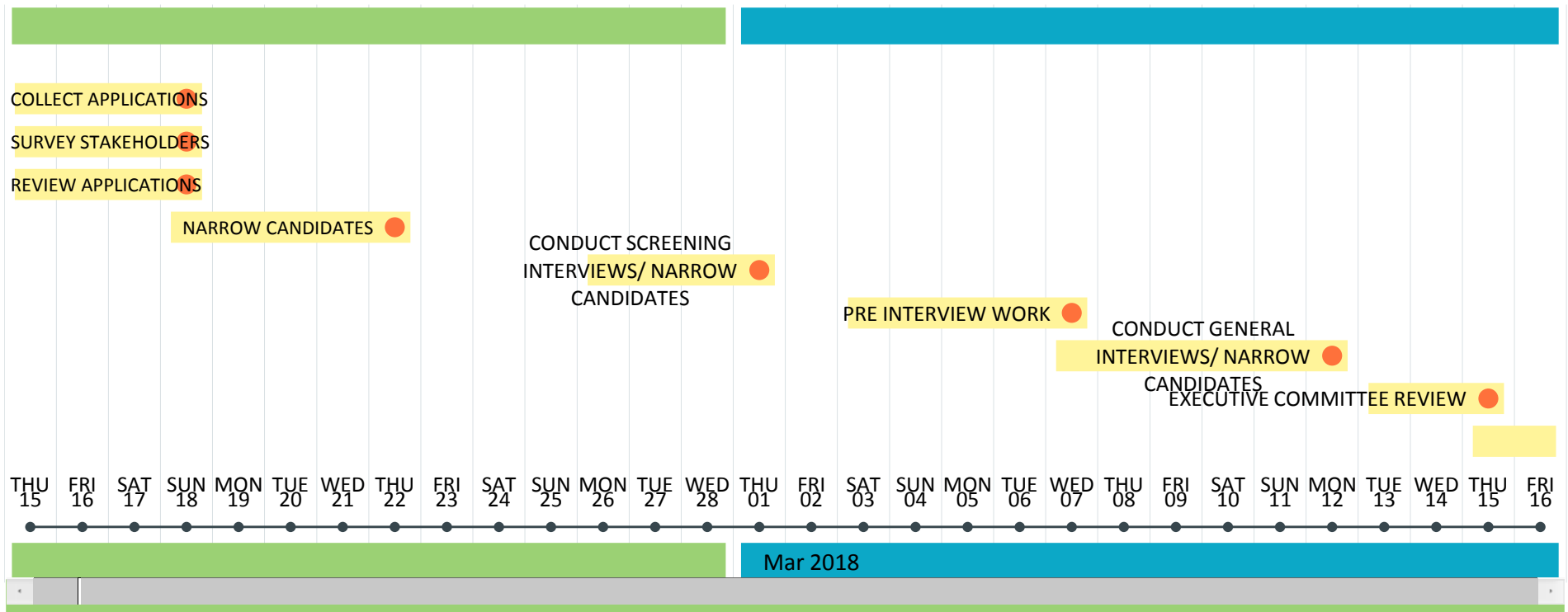
DESCRIPTION:

Currently, Joe Tarasovitch is serving as the Interim Director of Erie County Technical School. A Director's Search was authorized by the Joint Operating Committee. A search process was established with the assistance of Dr. Stephen Barrett from the Career Assessment Center

RECOMMENDATION:

Motion to approve the Director's Search process as defined by the attachment

PROJECT TIMELINE



ENTER START DATE:**1/31/2018**

ACTIVITY	START	END	NOTES
Project Start	1/31/2018		
AD	2/4/2018	2/8/2018	PACTA, ERIE TIMES NEWS
Collect applications	2/5/2018	2/18/2018	Collect applications
Survey Stakeholders	2/12/2018	2/18/2018	Conduct survey of staff, board members, community members to develop a leadership profile the will assist in the selection of a new Director
Review applications	2/7/2018	2/18/2018	Screening committee reviews applications and discerns which applicants are qualified (possess the necessary qualification)
Narrow candidates	2/18/2018	2/22/2018	Narrow candidate selection to a manageable number to conduct initial screening interview with the screening committee (Committee to consist of 2 faculty members, board member(s), 2-3 administrative staff) Utilizing Application and resume review rating scale
Conduct Screening Interviews/ Narrow Candidates	2/26/2018	3/1/2018	Conduct interviews with screening committee using Preliminary Interview Rating Scale
Pre Interview work	3/3/2018	3/7/2018	Send questions to candidates (for them to return prior to interview) and topic for presentation at their interview
Conduct General Interviews/ Narrow Candidates	3/7/2018	3/12/2018	Utilize general interview questions, Evaluate candidates general interview rating scale, returned questions and temperament survey, agree on candidate to send to the executive committee
Executive Committee Review	3/13/2018	3/15/2018	Executive committee (board members, staff member, community representative)
Executive Committee Interviews	3/15/2018	3/20/2018	Executive committee conducts interviews and reviews final candidate profile
Reference Checks	3/30/2018	4/1/2018	Reference checks are conducted using the reference check form
Board Approval	4/26/2018		Executive Committee recommends a final candidate to the board