

LUFKIN INDEPENDENT SCHOOL DISTRICT SUPERINTENDENT SEARCH

Suggested Timeline

This preliminary timeline is based on the assumption that a new superintendent for the Lufkin Independent School District will be on duty by June 3, 2024 and may be modified according to the Board approved begin date.

December 14, 2023

Meet with the Board of Trustees to discuss superintendent search

January 3, 2024

Begin posting of advertisements with the Texas Association of School Administrators, TexasISD.com and other appropriate national educational publications (Education Week and American Association of School Administrators)

January 8, 2024

Mail letters of invitations to outstanding individuals known to have the prerequisite skills for the superintendency in the Lufkin Independent School District.

Contact and recruit outstanding professionals for nominations and application for the position of superintendent of schools in the Lufkin Independent School District.

February 7, 2024

Community Input

8:30 AM–10:00 AM – Focus Group 1

10:30 AM–12:00 PM –Focus Group 2

12:00 PM–1:00 PM –Lunch and Media Availability

1:30 PM– 3:00 PM – Focus Group 3

3:00 PM–4:00 PM - Meet with Senior Staff

5:00 PM–6:00 PM – Meet with Board of Trustees

February 27, 2024

Application deadline

March 5, 2024

Search consultants meet with Board of Trustees to identify candidates to interview. (Afternoon meeting requested)

March 25-29, 2024

1st Round of Interviews

April 1-2, 2024

2nd Round of Interviews

April 3-6, 2024
Background checks
District visits
Final agreements

April 8, 2024
Identification of finalist(s) for position of superintendent of schools
Begin twenty-one-day period for official employment and contract execution (required by state law)

April 8-29, 2024
Twenty-one-day period to finalize the details of contract
Candidate visits to the district

April 29, 2024
Approve employment contract

June 3, 2024
New superintendent assumes position

REVISED: 12/15/2023