

**Recommended timetable for the process of hiring the
Manager of Special Education and Intervention Services**

July 22	Advertise in the Boston Globe/Telegram&Gazette
August 3	Deadline to apply
August 6	Human Resources will screen for minimum qualifications
August 7-10	Superintendent and designees will review applications and Designees will select those to be interviewed
Wk of August 20	Superintendent and designees will interviews candidates
Wk of September 3	Superintendent interviews Finalists with Chief Academic Officer and School Committee Designee.
September 6	School Committee convenes an executive session, to consider the Superintendent's request for authority to negotiate employment contract for the Manager of Special Education and Intervention Services.
September 20	School Committee introduces the Manager of Special Education and Intervention Services to the community.