



# Hobbs Municipal Schools

## Superintendent Search Plan

### Purpose

The purpose of this plan is to establish a deliberate, well planned, and professional process for the Board to follow as it undertakes the search for a new district superintendent. The plan also describes the mechanisms by which the HMS Board will seek and utilize input as the search process is conducted.

### Timeline

Phase	Begins	Completed
Planning	January 19, 2021	January 25, 2021
Advertising	January 26, 2021	February 26, 2021
Screening	March 1, 2021	March 12, 2021
Interviews	March 18, 2021	April 1, 2021
Selection	April 6, 2021	April 8, 2021 **

### Advertising

The superintendent's position shall be advertised regionally no later than **January 27, 2021** in Amarillo Globe News, Lubbock Avalanche-Journal, Midland Reporter Telegram, Odessa American, El Paso Times, and Las Cruces Sun-News. The position shall also be posted on the HMS Web site and Facebook, and Twitter.

- In addition, the position shall be advertised through the NMSBA and the New Mexico Coalition of Educational Leaders (NMCEL), and NMREAP.
- Advertising shall call for applications to be received no later than **4:00 pm MST, February 26, 2021** and all applications shall be submitted directly to:  
[HMSSuperintendentSearch@hobbsschools.net](mailto:HMSSuperintendentSearch@hobbsschools.net)



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### Screening Process

The first step shall be a review of all applications by the HMS Human Resources Staff shall inform the Board of the total applicant pool once the application window has closed and all timely applications have been received.

- HR Staff shall then review all applicants and eliminate those who do not meet minimum qualifications established by the Board.
- Staff shall notify the Board which applicants have been rejected and the basis for rejection. Those remaining in the pool of applicants at this stage shall be identified as qualified applicants.
- This review shall be completed by **March 5, 2021**. HMS Staff shall notify all applicants who are rejected at this step.

### Qualified Applicants

The second step will reduce the pool of qualified applicants to a pool of finalists. All finalists will be subject to a background check and reference check by the current superintendent. The current superintendent will notify all unsuccessful applicants who are rejected at this step.

- The names shall be released to the public at this time. Each Board member will review the qualified applicant pool between **March 6, 2021** and **March 14, 2021**.
- During the **March 16<sup>th</sup>** Board of Education Meeting, finalists will be named.

### Interviews of Finalists

The interviews by the Board shall take place between **March 18<sup>th</sup>** and **April 1, 2021**.

### Selection

The current superintendent shall facilitate an executive session of the Board during a special board meeting on **April 6, 2021**, wherein the Board will evaluate all the relevant interview data and assessment activity data.

- The current superintendent shall also support the Board as it negotiates its best and final offer in arriving at its final determination of which finalist shall be selected. The Board shall make its final decision in a public meeting on **April 8, 2021**.

### Search Plan Modification

This plan was formally adopted by the Board at an open meeting on **January 25, 2020**.

- By developing and adopting a formal search plan, the Board reserves the right to modify the schedule at any given time due to applicant's qualification, availability and unforeseen circumstances.