1. Board declares a vacancy and notifies the Maricopa County School Superintendent.
2. WESD Governing Board has 30 days to recommend up to three names to the Maricopa County School Superintendent.
3. Post and Advertise Board vacancy
	1. Application process and application will be available beginning Thursday, October 2, 2025, on district website
	2. Post vacancy and application process on district and schools social media (Facebook, Twitter, Instagram, etc.)
	3. Send parents/guardians email regarding vacancy – Friday, October 3, 2025
	4. Maricopa County School Superintendent will post WESD vacancy on their website.
4. Candidate application– due Friday, October 17, 2025
	1. Application will be available from Thursday, October 2, 2025 – Friday, October 17, 2025
	2. Interested individuals must complete and submit an Application by Friday, October 17, 2025, 4:30 p.m. to Board Secretary at 4650 West Sweetwater Avenue, Glendale, Arizona 85304 or Shannon.Tucker@wesdschools.org
5. Review of Applications
	1. Board members will be provided all Applications.
	2. Board members will individually rank their top three choices from all of the candidates received and submit to Board Secretary by October 17, 2025.
	3. If the top three choices can be determined, the names will be provided to the WESD Board Members and forwarded to the Maricopa County School Superintendent for consideration.
	4. If the top three choices cannot be determined the Board Secretary will resend the remaining candidate choices to the Board to rank order the remaining candidates.
	5. The Board Secretary will provide the top three candidates to the WESD Board Members and will forward them to the Maricopa County School Superintendent for consideration.
6. Per the Maricopa County School Superintendent’s Office, all applications will be forwarded to Maricopa County Superintendent’s Office for consideration.