



## Principal Hiring Summary of Non-Negotiable Steps

*It is the responsibility of the Instructional Superintendent to maintain communication with the candidates throughout each step of the process. Coordination with the Board of Education should also occur throughout the process—Chief of Staff's Office and/or FACE can assist with this.*

### 1. Establishing a Timeline and Posting the Job

- Schedule a kick-off meeting or conference call with member of the Principal Hiring Team and FACE to overview process and clarify roles and responsibilities
- Create a timeline for the hiring process
- Produce and send out principal departure letter
- Work with Principal Hiring team to get job posted

### 2. Communicating the Process and Gathering Input

- Develop and share the hiring process letter and timeline to the community
- Host CSC overview meeting
- Create and send survey to gather community input
- Compile community input document and send to Principal Hiring Team to update the principal job description
- Put the compiled characteristics document and timeline and letter on the school website (coordinate with the school-based staff that maintain the school website)

### 3. Organizing a Selection Committee

- Update and distribute the SPSAC application and nomination form
- Collect and approve nomination form from SPSAC members from the CSC
- Reach out to HR partner to schedule training and question development session for SPSAC members (ideally one week prior to SPSAC interviews)
- Host first session to share SPSAC roles & responsibilities and gather input

### 4. Leading the School-Based Process and Learning Walk

- Maintain communication with candidates
- Review pool of candidates and determine four-six semi-finalists to interview with the SPSAC
- Schedule the SPSAC interview day, including any additional school-based components (parent, student, teacher focus groups)
- Create day-of schedule and finalize all logistics (food, rooms, materials, translation and interpretation, etc.)
- Determine the location and schedule for the learning walk

### 5. Hosting a Community Forum

- Schedule the date/time for the community forum and publicize to the broader school community
- Notify FACE team of date/time for the forum (FACE will help you coordinate with elected officials, including BOE and Council members)

- Complete the community forum logistics checklist
- Review the format and protocols for the forum and prepare candidates
- Prepare materials and finalize logistics for forum (agenda, PowerPoint, sign in form, feedback form, food, microphones, etc.)

#### **6. Final Interview with Superintendent and Announcing the New Principal**

- Schedule the final interview with Assistant Superintendent and Superintendent (see Step one - this should be done in conjunction with setting up the final timeline)
- Review all the results from each of the different portions of the interview process and determine the two final interviews
- Conduct reference checks on final two candidates
- Prepare final body of evidence about the final two candidates that will interview with the Assistant Superintendent and Superintendent
- Notify Principal Hiring team on final selection (this will kick off HR onboarding process)
- Write the IS announcement letter
- Schedule a meet & greet for the principal
- Create and distribute letter from the new principal
- Send out process survey link to SPSAC, CSC and community