Shorewood School District
Shorewood Intermediate School Principal
Hiring Process
May 2013 (Draft 2)

The Shorewood Intermediate School Principal is responsible for instructional leadership in the school and for all day-to-day school operations. The principal creates a school culture that builds a healthy and inclusive community, focuses on growth for all learners, and supports new and engaging learning practices.

The Shorewood Intermediate School principal serves as a member of the Superintendent's Administrative Team and shares in the responsibility of implementing the district mission and vision. The principal also provides oversight during all school functions and after school activities.

The hiring process to identify a highly qualified and experienced individual to fill this role is inclusive and driven by consensus. The interview panels will consist of teachers, parents, administrators, community members and parents. Two interview panels will be convened with each interviewing the candidates selected from the review of applications. Two finalists will be presented to the school community where the community may ask questions and provide input. The interview panels will use a consensus process to identify top candidates, discuss results of interviews, review community feedback, and make a final recommendation.

This hiring process will begin with an internal posting and request for applications to consider interest from the great talent already in the district. An expanded posting and search will take place if necessary.

Internal Search Timeline

Date	Process Step	Note
May 30, 2013	Update position description	
May 31, 2013	Develop hiring process	
June 4, 2013	Share draft hiring process with the Board and seek approval	Special Board meeting
June 3-7, 2013	Identify interview panel members (16 total)	Superintendent (1), principals (2), teachers (4), parents (4), Community (2), University representative working in this field (1), students (2)
June 10, 2013 11:15 (7th) 12:07 (8th)	SIS student government lunch	Identify leadership attributes of the new principal
June 5-12, 2013	Post position for internal candidates	

June 12, 2013 3:30-4:30	SIS staff input session to gather desired principal attributes and characteristics	
June 12, 2013 4:30-5:30	SIS parent and student input session to gather principal attributes and characteristics	
June 14, 2013 3:30 P.M.	Convene interview panel to screen qualified paper applications	Share characteristics and attributes with panel. Identify applicants for interview based on experience, instructional leadership capacity, building effective community and school culture, development of shared mission and vision, and creating new learning experiences
June 20, 2013 3:00-6:00	Conduct panel interviews using prepared questions and two interview teams	Applicants will be ranked with the applicants receiving the lowest total moved forward following consensus discussions
June 21, 2013 3:00-5:00	Two finalists participate in community input sessions at SIS (on hour for each finalist)	Community members use a rubric to provide feedback as finalists respond to prepared questions and questions from the community
June 24, 2013 3:00-6:00	Interview panels meet to review committee input feedback session and to discuss strengths of each finalist and to make a recommendation	
June 25, 2013	Recommended finalist presented to the Board in closed session as a meet and greet. Board privately discusses parameters of a contract offer. Open session request to approve offer to hire and to finalize contract terms	
June 26-July 8, 2013	Contract terms negotiated	

| July 9, 2013 | Discussion of a draft of the contract in a closed session with a recommendation to approve in open session as appropriate. | |

External Search Timeline

May 30, 2013	Update position description	
May 31, 2013	Develop hiring process	
June 4, 2013	Share draft hiring process with the Board and seek approval	
June 3-7, 2013	Identify interview panel members (16 total)	Superintendent (1), principals (2), teachers (4), parents (4), Community (2), University representative working in this field (1), students (2)
June 17-28, 2013	Post position for external applicants	
July 8, 2013 3:30 P.M.	Convene interview panel to screen qualified paper applications	Identify applicants for interview
July 10, 2013 3:00-6:00 July 11, 2013 3:00-6:00	Conduct panel interviews using prepared questions and two interview teams	Applicants will be ranked with the applicants receiving the lowest total moved forward following consensus discussions
July 15, 2013 3:00-5:00	Two finalists participate in community input sessions at SIS (on hour for each finalist)	Community members use a rubric to provide feedback as finalists respond to prepared questions and questions from the community
July 16, 2013 3:00-6:00	Interview panels meet to review committee input feedback session and to discuss strengths of each finalist and to make a recommendation	
July 23, 2013	Recommended finalist presented to the Board in closed session as a meet and greet. Board privately discusses parameters of a	

	contract offer. Open session request to approve offer to hire and to finalize contract terms	
June 24-July 29, 2013	Contract terms negotiated	
July 30, 2013	Discussion of a draft of the contract in a closed session with a recommendation to approve in open session as appropriate.	Special Board meeting on Tuesday, July 30, 2013