

**High School Principal
Tasks and Timeline for Hiring - Spring 2019**

Date	Activity	Person Responsible	Outcome
October - December	Research best practice recommendations and hiring processes used by other school districts.	Jean Duffy	An articulated evidence based process and timeline for hiring a principal for Becker High School.
December	Update job description.	Jean Duffy	
December	Develop initial list of candidate attributes using standards of effective practice. Inform HS staff of timeline.	Jean Duffy	
January	Gather input from HS staff members via <i>thoughtexchange</i> and face-to-face meeting.	Jean Duffy	Use input to inform list of candidate attributes, begin development of interview process and questions, and determine staff representation on interview committee/s.
Early February	Post position.	Jean Duffy	Opening well described and widely posted.
End February - to mid-March	Finalize membership of selection committee/s and communicate proposed interview dates with members. Review and possibly expand initial criteria/attributes for selection based on new superintendent input.	Per New Superintendent	Appropriate representation on interview committee/s of teachers, school and district administrators, parents, and school board members. An evidence- and input-based process for hiring.
Early-Mid-March	Initial screening of applicants. Finalize interview questions and process. Schedule interviews. Finalize communication with committee/s on interview day process and schedule.	Per New Superintendent	Finalists identified and scheduled for interview. Interview process and questions fully prepared. Selection committee prepared.
Mid-March	Establish role of committee, decision making process, and expectation of confidentiality.	Per New Superintendent	

	Conduct interviews.		
--	---------------------	--	--

