

Lake Bluff Elementary School is a unique learning community with an established and well-embraced school culture that produces quality results. Teacher leadership is fostered and expected and is evidenced through input in decision-making and ownership in all aspects of school life.

The principal facilitates this culture to continually expand a healthy, safe and inclusive school community. The principal also focuses on growth for all learners and supports new and engaging learning practices. Lake Bluff is currently exploring the Expeditionary Learning model. Lake Bluff is also committed to Character Education, Project-based Learning, and full inclusion of student with special needs. Principals with experience in these programs and models are preferred.

The Principal is responsible for instructional leadership in the school and for all day-to-day school operations. The principal also provides oversight during all school functions and after school activities.

The principal serves as a member of the Superintendent's Administrative Team and shares in the responsibility of implementing the district mission and vision.

The hiring process to identify a highly qualified and experienced individual to fill this role is inclusive and driven by consensus. The process will include a series of sessions with staff, parents, and students to identify the characteristics they are looking for in the next principal. These characteristics will be used in the interview process.

The interview panel will consist of teachers, administrators, community members, and parents. Finalist(s) will be presented to the school community where the community may ask questions and provide input. The interview panel will use a consensus process to identify top candidates, discuss results of interviews, review community feedback, and make a final recommendation.

Date	Process Step	Note
November 3, 2014	Update position description	
November 3, 2014	Develop hiring process	
November 5, 2014	Share draft hiring process with LB staff	
November 14, 2014 (Tentative)	Share draft hiring process with LB PTO	
November 18, 2014	Share draft hiring process with LB parents	Requested by the PTO
November 25, 2014	Share draft hiring process with the Board and seek	

	approval	
TBD	5 th Grade student meeting to identify preferred principal characteristics	
December 3, 2014 6:00-7:00 P.M.	PTO and parent meeting to identify preferred principal characteristics	
December 4, 2014 3:30-4:30 P.M. (Tentative)	Staff meeting to identify preferred principal characteristics	
December 1-5, 2014	Identify interview panel members (20 total)	Superintendent (1), Director of Pupil Services (1), principals (1), teachers (8) – 3 lower elementary, 2 upper elementary, 1 intervention teacher, 1 special education teacher, 1 specials teachers, School Counselor (1) Secretary or Custodian (1) Parents (6) – 2 with education experience such as teaching in school of education
December and January	Lake Bluff staff convene to draft interview questions	
December 10, 2014 4:00-5:30	Interview panel meets to draft written response questions and interview questions	
January 20, 2015 4:30-6:30	Interview panel convenes to finalize written response questions and interview questions	
January 5-23, 2015	Survey Monkey for parents and staff to rank characteristics	
December 9, 2014 through January 31, 2015	Post position	Wecan, Ed Week, WASDA Expeditionary Learning network
February 2, 2015	Marty Lexmond and Kim Grady screen applications for minimum qualifications	Masters degree, principal certification, 3-5 years of school-level administrative experience
February 3, 2015 3:30-6:30 (Dinner provided)	Interview panel convenes to screen qualified paper applications, review/revise	Interview panel uses student, staff, and parent input to summarize

	interview questions	preferred characteristics Identify applicants for interview based on experience in similar role, evidence of instructional leadership, capacity to build/maintain an effective school community and culture, match to preferred characteristics
February 4-13	Candidates selected for interview respond to questions in writing	Shared with Lake Bluff staff for comment
February 16, 2015 3:30-6:30 P.M.	Organize two interview panels and conduct panel interviews using prepared questions	Applicants will be ranked with the applicants receiving the lowest total moved forward following consensus discussions
February 23, 2015 8:00-4:00 6:30-7:30	Finalist 1 - Full day visit at Lake Bluff	Tour school with Kirk, visit classrooms, meet with PTO, complete a student data analysis and write a memo to staff, interview with district leadership, participate in a staff meeting to answer questions, engage in community input session
February 24, 2015 8:00-4:00 6:30-7:30	Finalist 2 - Full day visit at Lake Bluff	
February 25, 2015 8:00-4:00 6:30-7:30	Finalist 3 - Full day visit at Lake Bluff	
March 2, 2014 5:30-7:30	Interview panels meet to review feedback from community input session and second round interviews and discusses strengths of each finalist and makes a recommendation	
March 10, 2014 6:30 P.M.	School Board meets finalist in closed session	Request to enter into contract negotiations in open session
March 11-20, 2015	Contract terms negotiated	
March 24, 2015	Discussion of a draft of the contract in a closed session with a recommendation to approve in open session as appropriate.	Regular Board meeting