

Shorewood School District  
Director of Special Education  
Hiring Process  
May 2013 (Draft 1)

The Director of Special Education directs the planning, delivery, assessment, and ongoing improvement of special education programs in the School District of Shorewood. The Director plans and coordinates all aspects of the special education and 504 Plan programming, and manages all associated budgets. The director creates both school and district cultures that builds a healthy and inclusive community, focus on growth for all learners, and support new and engaging learning practices.

The Director of Special Education 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 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.

<b>Date</b>	<b>Process Step</b>	<b>Note</b>
June 4, 2013	Update position description	
June 4, 2013	Develop hiring process	
June 4, 2013	Share draft hiring process with the Board and seek approval	Special Board meeting
June 5-14, 2013	Identify interview panel members (16 total)	Superintendent (1), Director of Pupil Services (1), School Psychologist (1) principals (2), teachers (4), parents (4), Community (2), University representative working in this field (1),
June 10-28, 2013	Post position	
July 9, 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 in similar role,

		background in accounting and/or finance, previous administrative experience
July 17, 2013 3:00-6:00 July 18, 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 22, 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 23, 2013 3:30-5:30	Interview panels meet to review feedback session input and to discuss strengths of each finalist and to make a recommendation	
July 30, 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	
July 31-August 2, 2013	Contract terms negotiated	
August 6, 2013 6:00	Discussion of a draft of the contract in a closed session with a recommendation to approve in open session as appropriate.	Special Board meeting