

HIRING PROCESS – ASSISTANT PRINCIPAL

Action	Timeline
Post anticipated vacancy	June 6, 2018
Review general process with the Board of Education	June 11, 2018
Seek stakeholders to participate in interview process	June 12, 2018
Closing date for candidate applications	June 25, 2018
Selection of candidates to be interviewed (by selection committee)	June 27, 2018
First round of interviews with leadership team	July 2, 2018
Candidate interviews (four to six) – final two candidates recommended to the superintendent (both of which are supported as finalists) – 5:00 p.m.	July 9, 2018 5:00 p.m.
Superintendent/HR Manager interview of final two candidates	Week of July 9, 2018
Superintendent recommends appointment to Board of Education	July 23, 2018
Fill position	August 1, 2018

Recommended selection committee (selection of candidates for interview by leadership team):

- Superintendent
- HR Manager
- Executive Director of Curriculum
- Business Manager

Recommended stakeholder group for interviews:

- Interview process led by HR Manager
- Representative from WCFT (TJC and MS/HS), BDCCW, PSRP (TJC and MS/HS), and administrative unit leadership (6)
- Board of Education members (2)
- Parent representatives (3, one representing PTA) – invite all District parents via email

Representative Group	Name	Email Address
WCFT – TJC		
WCFT – MS/HS		
BDCCW		
PSRP – TJC		
PSRP – MS/HS		
Administrative Unit		
Board of Education		
Board of Education		
Parent – PTA		
Parent		
Parent		