



**HUMAN RESOURCES
ARLINGTON PUBLIC SCHOOLS
TENTATIVE TIMELINE* FOR SELECTION OF
PRINCIPAL, DREW ELEMENTARY SCHOOL--REVISED**

January 11, 2018	Dr. Patrick Murphy and Dr. Kristi Murphy, Assistant Superintendent of Human Resources, will meet with staff and parents/community members from Drew Model School, Abingdon Elementary, Hoffman-Boston Elementary, Oakridge Elementary, Patrick Henry Elementary and Randolph Elementary School to discuss the procedure for selection of the new principal, and input regarding the most important opportunities and challenges faced when opening a new school and the attributes desired in a new principal.
January 18, 2018	Advertise the principal's position locally and nationally. This includes announcements on various websites, which include but not limited to Education Week, Washington Post, the American Association of School Administrators (AASA), and National Association of Elementary School Principals (NAESP).
January 18, 2018	School Talk will be sent to the School's Community and Staff to solicit feedback regarding: the opportunities and challenges faced when opening a new school and the attributes desired in the principal for the New Drew Elementary School. The link will also be posted on the School's website through: February 8, 2018
February 23, 2018	Share information received regarding the opportunities and challenges faced when opening a new school and the attributes desired in the principal for the New Drew Elementary School. <i>(Note: Candidates who will be interviewed will receive the feedback information.)</i>
Week of March 5, 2018	First Round Interviews - Superintendent and Executive Leadership Team staff will interview the most qualified candidates. Candidates who successfully complete first round interviews will be forwarded to the Second Round Committee.
Week of March 12, 2018	Second Round Interviews – Committee will interview candidates and forward feedback to Superintendent. <ul style="list-style-type: none">• Cross Sectional Panel: Assistant Superintendent of Human Resources, Assistant Superintendent for Administrative Services, 1 Supervisor, 1 Principal,• 3 Teachers and 3 Parents from Drew Model Program• 1 Teacher and 1 Parent from Abingdon Elementary, Hoffman-Boston Elementary, Oakridge Elementary, Patrick Henry Elementary and Randolph Elementary School <i>Principal and Supervisor(s) are selected by the Superintendent and Assistant Superintendents of Administrative Services, Human Resources and Teaching & Learning. Drew Model staff representation will be selected by Drew staff. The Assistant Superintendent of Human Resources and Adjacent Elementary School Principal will select elementary school teacher representatives. PTA selects parent/community representation.</i>
Week of March 12, 2018	Third Round Interview(s) – Superintendent will interview selected candidate(s).
April 5, 2018	Superintendent will forward a recommendation to the School Board.

****This timeline for selecting the principal may not be followed if an Arlington Public Schools principal applies for a transfer to the principal position and the Superintendent decides to recommend that principal to the School Board for appointment. Or, the Superintendent decides to recommend a sitting principal be appointed.***