










Springhurst Elementary School

Principal Search

Completed 7/12/23

PROJECTED TIMELINE

- | | |
|------------------------|--|
| April 21 | <input checked="" type="checkbox"/> Announce Dr. Drake's status following communications protocol
Release statement to the press, post to social media |
| April 25-28 | <input checked="" type="checkbox"/> Provide overview of timeline and next steps to Springhurst staff
Position is posted as "Anticipated" to OLAS and selected recruitment sites |
| May 1-5 | <input checked="" type="checkbox"/> Establish Principal Profile Committee and share recruitment plan |
| May 8-15 | <input checked="" type="checkbox"/> Principal Profile Committee meets (2x) to define key characteristics, knowledge, and experience that the successful candidate should possess |
| May 17 | <input checked="" type="checkbox"/> Principal Profile Committee presents model to full faculty and staff |
| May 17-19 | <input checked="" type="checkbox"/> Edits are collected from Faculty and Staff |
| May 23 | <input checked="" type="checkbox"/> Agreed upon edits are made to the Principal Profile based on faculty and staff feedback |
| May 25 | <input checked="" type="checkbox"/> Parent Survey on Principal Profile and Search Committee interest is released with a May 31 return date |
| May 30 | <input checked="" type="checkbox"/> Establish membership of search committees. There will be a total of 4 committees – students, faculty and staff, parent and community, and administration |
| June 1 – June 9 | <input checked="" type="checkbox"/> Administration screens applications |
| June 9 | <input checked="" type="checkbox"/> Posting closes at 4:00pm. |
| May 24-June 9 | <input checked="" type="checkbox"/> Administration screens applications |
| June 9 | <input checked="" type="checkbox"/> Potential candidates (+/-10) are contacted for screening interviews |
| June 12 | <input checked="" type="checkbox"/> Screening Interviews conducted and successful candidates are contacted for first round of interviews (3) |
| June 13 | <input checked="" type="checkbox"/> Send letters of invitation to selected search committee members with projected interview times |

- June 21**  Committee interviews conducted and feedback information tabulated
- June 22**  Profile Committee and Executive Committee review Round One feedback and recommend candidates for Round Two performance interviews
- Candidates are contacted for the second round of interviews (2).
- June 26**  Second round of interviews conducted. Candidates present to staff based on topics determined by Executive and Profile Committees. Feedback information tabulated and finalists are selected.
- June 27-28**  Reference checks on finalists are conducted and finalists are contacted for executive round of interviews
- June 29**  Board of Education Interview
- July 11**  Recommendation to Board of Education
- July 12**  New principal begins duties