



## Guide Principal Hiring Process

*Resources: Pilot Manual, April 2006, Pilot Guides, School Exemplars*

### Who is responsible for the Principal Hiring Process in a Pilot School?

#### *Hiring of Principals/Headmasters/Directors (Pilot Manual, 2006)*

*When selecting a Pilot Building Administrator, the governing board shall make recommendations to the Superintendent regarding the filling of the position(s) for Building Administrator by forwarding their nominee for the position. Pilot governing boards may develop their own internal process for recruitment, creating of a hiring committee, screening and interviewing of candidates, and selection of the finalist candidate. If the Superintendent does not want to hire the nominee for the position, she/he shall request that the Board submit the name of another nominee for the position. The Superintendent shall, in consultation with the governing board, select and hire the Building Administrator(s) for the school, and, to the extent practicable, will do so from candidates supported by the school's governing board.*

#### Timeline and Process

The thorough hiring process takes approximately 10 weeks. In an 'ideal' school situation, the current principal/headmaster shares with the governing board and the school community by January or February of their intent to leave their position for the following school year.

The following time line outlines a scenario where the school has ample time to do a principal/ headmaster search. This timeline is compressed in situations where a current principal/headmaster notifies the school later than March or the committee starts later than March.

The timeline also outlines the coach's role working with the committee. Most committee time is after school and often in the evenings so that parent and community members are able to participate. Coaches are facilitating the process so that the committee can fully participate in the important decision-making.

**Principal Hiring Process: Timeline, Process,**

	<i>Mid-January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>
<b>TASKS</b>	<p>A hiring committee and process timeline are established by the governing board.</p> <p>The board chair, a parent, faculty member, and a student in high schools is a member of the committee.</p> <p>At the first committee meeting, members review the timeline, process and develop norms for their work. Confidentiality is a strict norm throughout the work.</p>	<p>Job description is developed aligned to the vision and mission.</p> <p>Job description is posted on BPS through the HR department as well as other news outlets as determined by the committee</p> <p>Postings are generally for 30 days.</p> <p>Resume criteria and interview questions are developed.</p>	<p>The committee reviews incoming resumes to identify candidates for interviews.</p> <p>First round interviews are scheduled; all committee members participate.</p> <p>Each round of interviews, is followed by a debrief that evening or in a planned meeting immediately following the interviews.</p>	<p>Depending on the posting close date, a second round of interviews take place by the middle of April.</p> <p>Two to three finalists are identified by the third week of April with possible "walk through" interviews at the school.</p> <p><i>Final</i> candidate is identified by the end of April; the committee shares their candidate selection with the full Board.</p> <p>Board chair notifies the Superintendent of their candidate selection.</p>	<p>By the first two weeks of May, Superintendent interviews the school's final candidate and approves the appointment or notifies the Board of any questions or disqualifications/ concerns.</p> <p>If the candidate is approved, the Superintendent presents the candidate selection to the school committee at their next meeting.</p>