

## **Principal Selection Process 2016-2017**

### **F. A. Day Middle School**

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<b>Date</b>	<b>Description</b>
October 25	Position will be advertised on a variety of websites and social media.
November 1	Informational meeting with Day faculty. <ul style="list-style-type: none"><li>• 2:00 p.m. - 2:30 p.m.</li></ul>
November 17 and 22	Superintendent lunchtime availability with faculty and staff. <ul style="list-style-type: none"><li>• 11/17 11:30 a.m. - 1:00 p.m.</li><li>• 11/22 10:15 a.m. - 11:45 a.m.</li></ul>
November 17	Informational meeting with parents. 8:00 a.m. - 9:00 a.m.
December 16	Names of representatives who will serve on the Selection Advisory Committee (SAC)* are to be submitted to HR office by PTO and school staff representatives.
January 4 Ed. Center, Room 210	Meeting of SAC to review calendar and procedural guidelines, develop interview questions and distribute resumes. <ul style="list-style-type: none"><li>• 3:00 p.m. - 4:30 p.m.</li></ul>
January 10 and 13 Ed. Center, Room 210	SAC will interview candidates. Semi-finalists will be selected. <ul style="list-style-type: none"><li>• 1/10 11:00 a.m. - 3:00 p.m.</li><li>• 1/13 8 :00 a.m. - 1:00 p.m.</li></ul>
January 25 and 26	Semi-finalists will visit a Newton middle school (TBD) to observe classes. Finalists will be selected. <ul style="list-style-type: none"><li>• 1/25 8:00 a.m. - 12:00 p.m.</li><li>• 1/26 8:00 a.m. - 12:00 p.m.</li></ul>
February 9 and 10	Finalists will visit F. A. Day Middle School and have final interview with Central Staff. Reference check will be completed. <ul style="list-style-type: none"><li>• 7:30 a.m. - 6:00 p.m. each day</li></ul>
By February 17	Superintendent will appoint new principal.

\*The Selection Advisory Committee's (SAC) role will be advisory to the Superintendent, who will appoint the principal. The SAC will engage in a process which will take into consideration the needs of the individual school, as they craft interview questions, choose candidates for the interviews and recommend finalists to the Superintendent.

The SAC will be composed of the following:

- Five (5) Staff Members
- One (1) Coordinator
- One (1) Assistant Principal
- Two (2) Parents
- One (1) Middle School Principal
- Assistant Superintendent for Secondary Education
- Human Resource Administrator