

## Claypit Hill Principal Selection Process

A selection advisory committee composed of administrators, community members and staff members will be set up and tasked with reviewing all resumes, choosing candidates for initial interviews, designing the interview, conducting the interviews, and recommending to the Superintendent one finalist for further consideration. The Superintendent will make the final appointment.

### Composition of the Selection Advisory Committee:

- 1 - Elementary Principal
- 5 - WTA Staff members
- 2 - WESA Staff (including 1 Administrative Assistant)
- 4 - Parents (including 1 METCO Parent)
- 1 - Central Office Administrator
- 1 - Elementary Curriculum Director

### TIMELINE

DATE	
November 17, 2014	Outline selection process to School Committee
Nov. 24 (9:00 AM)	Principal Search Parent Forum
Nov. 24 (3:30 PM)	Principal Search Staff Forum
December 9	Faculty & Parent surveys due
Week of December 9	Ads will be placed in Boston Globe, Education Week & other publications
December 12	Names of representatives who serve on Selection Advisory Committee due
December 16 (3:30-5:00 PM)	Selection Advisory Committee meeting to review process and procedures
January 13, 2015	Applications due
January 13 (3:30-5:00 PM)	Selection Advisory Committee meeting to create interview questions
January 14 (before 4:30 PM)	Selection Advisory Committee can pick up candidate packets
January 14-20	Resume review
January 20 (by 5:00 PM)	Selection Advisory Committee returns rating sheets
January 21 (3:30-5:00 PM)	Selection Advisory Committee meets to select semi-finalists
January 27 (8-5:00 PM)	Interview semi-finalists
January 28 (8:00-5:00)	Interview semi-finalists; pick finalists (if third day is needed)
February 2, 3, & 4	Finalist visits in Wayland/potential site visits to candidate's current district
Week of February 9	Superintendent checks references
Week of February 13	Superintendent announces appointment