

Elementary Principal Recruitment Timeline

Camas Ridge, Awbrey Park

Winter 2012

• Jan. 30-Feb. 3: Leadership Recruitment Process Emailed to All Administrators

• Feb. 21 (Camas Ridge), 23 (Awbrey Park): Leadership Profile Meetings

Meet with each school's staff and parent representatives to create a leadership profile. Profile presented to Superintendent to support him during the hiring process.

• Feb. 29-March 7: Sara Cramer Works With Each Staff to Select Search Committee

The team will comprise of no more than six people, including Sara Cramer (Chair/Elementary Director), Celia Feres-Johnson (HR Director), and building representation selected by Chair and HR Director.

• Feb. 29-March 7: Positions Posted on EdZapp

• March 9: Applicant Screening

Karen Hardin (HR Recruitment Admin) will work with Chair and HR Director to screen potential applicants for interviews.

• March 12-16: Interviews

Search teams will interview no more than 4-5 candidates and refer their semi-finalists to the Superintendent for his consideration.

• March 19-23: Superintendent Interview Team

Semi-finalists have a second interview with the Superintendent, Elementary Director, and HR Director.

• April 2-13: Finalists Selected and Reference Checks

Finalists selected by the Superintendent Interview Team will visit the school to meet the staff. Staff will have opportunity to provide feedback to Superintendent.

• April: Final Selection by Superintendent

Superintendent makes final selection after reviewing school's leadership profile, references and recommendations from Instruction Director and HR.