

Summary of the Principal Hiring Process, Timeline and FAQ's
For Queen Anne Elementary School

❖ **December**

1. **The district opens the administrative pool and posts the Queen Anne elementary principal position.**
 - a. This is primarily a district function however; screening of the candidates for interviews will be done by the interview team.

❖ **January**

1. **Distribution of surveys to staff and families to solicit input , regarding preferred attributes**
 - a. The short district survey will be sent out to families and staff January 7th. The interview team will use information gathered from the district survey, PTSA parent survey and staff generated qualities, characteristics and needs to create interview questions and look-for's.
2. **Queen Anne staff and families will coordinate efforts to select a representative interview team comprised of staff, both certificated and classified and parents (Not more than 10 total – 4 parents and 6 building staff)**
 - a. This is a building and PTSA function – Any staff or parent is eligible to be a part of the interview team. Unlike SEA hiring, the training to be a part of the team is incorporated into the time allotted for interviews. Additionally, a PASS principal representative and an Executive Director of Schools will sit on the interview team.

❖ **February**

1. **The site-based committee interviews and recommends the top two to three candidates the Superintendent**
 - a. The superintendent makes the final decision on the hiring of the principal. The team must be confident with any of the candidates who they move forward.
2. **Reference checks and offer of position by HR**
 - a. Prior to the second interview, HR will complete all final reference checks
3. **Interview with the Superintendent**
 - a. The Executive Director of Schools will be a part of this round of interviews, representing the wishes of the interview team. Interviews with the superintendent are tentatively scheduled for February 19th.

Frequently Asked Questions

1. How soon can the new principal start?

- a. This depends on the candidate. If the new principal is under contract with another district or currently a principal at another school, he/she would most likely start July 1, 2016. If the candidate is not currently under contract or the district chooses to release that person from his/her contract he/she could start immediately.

2. Can the interview team recommend one candidate move forward to interview with the superintendent?

- a. Yes, they can, however it is not recommended. The superintendent makes the final determination on hiring and if there is only one candidate and the superintendent does not recommend hiring him/her, the interview team would have to start the interview process over.

3. What happens if the interview team does not find any candidates that they feel comfortable moving forward?

- a. The position would be re-advertised. The interview team would reconvene and the interview process would start over. New candidates will continue to be added to the pool through June.

4. Could the superintendent place an administrator at Queen Anne elementary?

- a. Yes, however this is not our desired outcome. Normally placements are not considered until Mid - July. Ultimately, the superintendent does have the authority to make a placement of an administrator at any time.

5. What role does the Executive Director play in the hiring process for a new principal?

- a. The Executive Director is the facilitator of this process from beginning to end. He/she sits on the interview team, keeps official records of the candidate scores and all paperwork to be submitted to Human Resources. They are a part of the second interviews and represent the desires of the school-based team during candidate interviews with the superintendent. Additionally, he/she is available to give feedback to individual candidates based on his/her interviews.