The Public Schools of Brookline

Devotion School Principal Search
Anticipated Timeline
October 23, 2011 – January 20, 2012

Week(s)	Activity

October 23 – 27	• Meet with PTO Presidents and School Council Co-Chairs (October 26th)
	• Review documents to assist in developing list of criteria and list of issues that face school/principal face over the next 5 years
	• Advertise Position (October 27th)
	  o Internal Post Special Bulletin 11-49
	  o MASPA
	  o MSAN
	  o SchoolSpring
	  o MASS
	  o TopSchoolJobs career portal of *Education Week*

October 30 – November 4	• Send process letter to school community (October 31th) • Open comment period to gather feedback on *draft* list of criteria and issues facing school/principal (Friday, November 4th) • Solicit administrators, teachers (BEU), parents and students for interview teams that will include senior staff
November 7– 11	• Staff Forum (outline process; gather feedback on criteria and issues) (Wednesday, November 9th, 2:30 pm) • Parent Forum (outline process; gather feedback on criteria and issues (Wednesday, November 9th , 6:30 pm) • Close comment period for feedback on criteria and issues (Friday, November 11th)
November 14 – 18	• Finalize list of criteria and issues facing school/principal (Friday, November 18th) • Select interview team(s)
November 21– 23 November 28 – December 2	• Finalize list of candidates to be interviewed • Finalize selection of interview teams (Wednesday, November 23rd) • Notify interview team(s) of schedule • Prepare for interviews (e.g. distribute interview packets)
December 5 – 9 December 12 – 1 6	• Conduct initial interviews
December 19 – 23	• Finalists selected

January 3 – 6
January 9 – 13
	• Finalist process
	  o Public Interview
	  o Superintendent's interviews
	  o Visit to Devotion School
	  o Site visit to candidate(s)' school (optional)

January 17– 20	• Public announcement of appointment

Staff members interested in being part of the Initial Interview Team should email Jessica Wender-Shubow. The list of interested teachers will be emailed to Angela Allen no later than November 11, 2011.

Parents interested in being a part of the Initial Interview Team should e-mail Angela Allen no later than November 11, 2011.

If interested in being part of the Initial Interview Team, you will need to be available to participate in all candidate interviews tentatively scheduled for the following dates: Dec. 6th , 13th & 14th from 3:00–7:00 p.m.