



**HUMAN RESOURCES
ARLINGTON PUBLIC SCHOOLS
TENTATIVE TIMELINE* FOR SELECTION OF
PRINCIPAL, HOFFMAN-BOSTON ELEMENTARY SCHOOL**

March 2018	Dr. Patrick Murphy and Dr. Kristi Murphy, Assistant Superintendent of Human Resources, will meet with staff and parents/community members to discuss the process and feedback forum for selection of the new principal.
March 19, 2018	Advertise the principal’s position locally and nationally. This includes announcements on various websites, which include but not limited to Education Week, Washington Post, the American Association of School Administrators (AASA), and National Association of Elementary School Principals (NAESP), Linguistic Society of America, National Association of Bilingual Education, and American Council on the Teaching of Foreign Languages.
April 5 – 19, 2018	School Talk will be sent to the school’s community with a link to solicit feedback regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a new principal for Hoffman-Boston Elementary School.
April 26, 2018	Share information received regarding the strengths of the school, most important challenges faced by the school, and the attributes desired in a new principal will be posted on the school’s website. <i>(Note: Candidates who will be interviewed will receive the feedback information.)</i>
Week of May 1, 2018*	First Round Interviews - Superintendent and Executive Leadership Team staff will interview the most qualified candidates. Candidates who successfully complete first round interviews will be forwarded to the Second Round Committee.
Week of May 7, 2018*	Second Round Interviews – Committee will interview candidates and forward feedback to Superintendent. <ul style="list-style-type: none"> • Cross Sectional Panel: Assistant Superintendent of Human Resources, Assistant Superintendent of Administrative Services, 2 Principals, 4 Teachers, 2 Support Staff, 4 Parents, and 2 Administrators/Supervisors. <i>Principal representative(s) and Administrators/Supervisors selected by Superintendent and Assistant Superintendents of Administrative Services, Human Resources and Teaching & Learning. School staff select staff. PTA selects parent/community representation.</i>
Week of May 7, 2018*	Third Round Interview(s) – Superintendent will interview selected candidate(s).
May 17, 2018	Superintendent will forward a recommendation to the School Board.

****This timeline for selecting the principal may not be followed if an Arlington Public Schools’ sitting principal applies for a transfer and the Superintendent decides to recommend that principal to the School Board for appointment. Or the Superintendent decides to recommend a sitting principal be appointed.***