



# New Principal Selection Flowchart

## Search Process Begins

Human Resources posts the position, screens the applicants, and develops a list of qualified candidates

## Community Input Gathered

Community members, staff and students participate in a Leadership Assessment Meeting where they meet with Human Resources and the Leadership Division to give their input about what they are looking for in their new school principal

## Interview Questions Determined

Input from the Leadership Assessment Meeting is used to develop the questions the interview committee will use for the first interview

## Top Three Candidates Selected

Using a forced ranking protocol, the interview committee selects the top three candidates to undergo a second interview with members of the Executive Cabinet

## First Interviews Take Place

Qualified candidates are interviewed by an committee composed of: up to two CSEC-LC and two NEA-LC members (from the school, if possible), one Human Resources representative, and one Leadership Division representative

## Final Review Conducted

After members of the Executive Cabinet select a tentative candidate, the candidate will then meet with the Superintendent and (optional) - a select group of students for a final review

## New Principal Introduced

After the Principal is selected, the Executive Cabinet will introduce the new Principal to staff, students and the community