

PERSONNEL SERVICES
ARLINGTON PUBLIC SCHOOLS
***TENTATIVE TIMELINE FOR SELECTION OF THE**
PRINCIPAL FOR JEFFERSON MIDDLE SCHOOL
Revised: February 7, 2012

- February 6, 2012 Dr. Patrick Murphy, Superintendent, and Dr. Betty Hobbs, Assistant Superintendent for Personnel Services, will meet with staff at 2:30 p.m. to discuss the procedure for selection of the principal, perceptions regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a principal.
- February 9, 2012 Dr. Murphy and Dr. Hobbs will meet with parents at 7:00 p.m. to discuss the procedure for selection of the principal, perceptions regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a principal.
- February 15 – 27, 2012 Solicit feedback from interested school and community groups through Jefferson’s website on perceptions regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a principal.
- February 22, 2012 Dr. Hobbs will be at Jefferson in the office area from 6:30 until 7:30 p.m. should school and community members want to meet with her to share additional thoughts.
- Late February 2012 Advertise the principal’s position locally and nationally. This includes announcements on various websites, including the Washington Post, Education Week On-Line, Virginia Association of Secondary School Principals (VASSP), National Association of Secondary School Principals (NASSP), Association for Supervision and Curriculum Development (ASCD), Virginia Association of Elementary School Principals (VAESP), International Baccalaureate (IB) websites to include: <http://www.ibo.org/school/jobs/> , <http://www.ibmidatlantic.org/Jobs.html> and with graduate departments of education at various universities in the metropolitan area.
(Every publication has its own deadline for advertisement.)
- Week of February 27, 2012 Compile feedback received through Jefferson’s website and at the February 6 and 9 meetings.
- Week of March 5, 2012 Share feedback received with staff and parents.
(Note: Candidates who will be interviewed will receive the feedback information before the First Round Interviews.)
- Early April 2012 *First Round Interviews* – Superintendent and staff will interview the most qualified candidates. Candidates who successfully complete the process will be forwarded to the committee for second-round interviews.
- Mid April 2012 *Second Round Interviews* – Committee will interview candidates and forward feedback to Superintendent.
- Late April 2012 *Third Round Interview(s)* – Superintendent and staff will review feedback from the committee and interview selected candidate(s).
- May 2012 Superintendent will forward a recommendation to the School Board for action.

****This timeline for selecting the principal of Jefferson Middle School may not be followed if an Arlington Public Schools principal applies for a transfer to the principal position at Jefferson and the Superintendent decides to recommend that principal to the School Board for appointment.***

PROPOSED MAKE-UP OF THE SECOND ROUND INTERVIEW COMMITTEE

Dr. Betty Hobbs, Chair	Assistant Superintendent, Instruction
Meg Tuccillo	Assistant Superintendent, Administrative Services
Three Administrators	Selected by Dr. Murphy and Dr. Hobbs
Four Parents from Jefferson	Selected by the PTA
Four Teachers from Jefferson	Selected by Staff
Two Non-Teachers from Jefferson	Selected by Non-Teaching Staff
One Supervisor	Selected by Ms. Margaret Gilhooley, Assistant Superintendent for Instruction