

# PURE Tip Sheet

## Sample Timeline for Principal Selection

Because the LSC or LSC Principal Selection committee will have to hold a number of closed session meetings during the principal selection process, it is a good idea to develop a timeline of meetings including times and locations and post it in the school so that the public is aware of your progress and so that the LSC is in compliance with the Open Meetings Act.

### Open LSC meeting

Date \_\_\_\_\_

*Issues:* Will LSC do the search or will the LSC form a committee?

Who will be part of the committee, if one is formed?

Set your deadline for receiving applications

Assign someone to call CPS Human Resources to place notice in Personnel Bulletin

Decide where applications will be sent

-two places work best- school and LSC chair or secretary's home

Assign someone to the responsibility of making copies of applications for all

LSC/search committee members

Set date for next LSC/search committee meeting

### Open LSC or Search Committee meeting

Date \_\_\_\_\_

*Issues:* Develop selection criteria, interview questions, rating form

and any surveys you wish to use to get input from the school community

Determine how you will make first cut of applicants

### Candidate Application Deadline

Date \_\_\_\_\_

### Closed LSC/Search Committee meeting

Date \_\_\_\_\_

*Issues:* First cut of applicants (suggested number, 10-12)

Set interview times, assign responsibility for setting up first interviews

Review survey results

### Closed LSC/Search Committee meetings

Dates \_\_\_\_\_

*Issues:* Hold first interviews

### Closed LSC/Search Committee meeting

Date \_\_\_\_\_

*Issues:* Make second cut (suggested number, 3-6)

Assign responsibility for site visits and reference checks

Set times and assign responsibility to set up second interviews

Assign responsibility to notify all candidates who did not make second cuts,

thank them for their interest

### Do Site Visits and Reference checks

Dates \_\_\_\_\_

### Closed LSC/Search Committee meeting

Date \_\_\_\_\_

*Issues:* Report back on site visits and reference checks

Second interviews

If you are a search committee, prepare recommendation for LSC

If you are LSC, select three finalists

### Public Candidates Forum

Date \_\_\_\_\_

### LSC meeting/ closed for deliberation, then open to take final vote

Date \_\_\_\_\_

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