

**NATICK PUBLIC SCHOOLS
NATICK, MA 01760**

**ADMINISTRATIVE PROCEDURE FOR THE SELECTION OF AN
ELEMENTARY SCHOOL PRINCIPAL**

LILJA ELEMENTARY SCHOOL

Effective Date of Appointment: July 1, 2020

1. The Director of Human Resources will place a posting on Schoolspring. Notice of the vacancy will be sent to the Mass. Elementary School Principal's Association and posted with the Baystate Banner. In addition, a notice will be posted in all schools, pursuant to the provisions of Article XV of the contract with the Education Association of Natick. This procedure will be posted on the Natick Public Schools' social media.
2. Upon receipt of the candidates' credentials, the Director of Human Resources will pre-screen each to ascertain that the person meets the following criteria:
 - a. Possess or be eligible for Massachusetts certification as an Elementary School Principal by July 1, 20120
 - b. Possess a minimum of a Master's Degree, preferably with specialization in administration and supervision.
 - c. Have a minimum of three years experience at the elementary school level; previous administrative experience at the elementary school level is preferred.
3. The Superintendent and the Director of Human Resources will meet with the Lilja School faculty and with parents/guardians to discuss qualities and experience desired in the new principal.
4. The Central Office administrative team will screen the pool down to between six and eight candidates to be interviewed and will then conduct 15 minute screening interviews with each candidate.
5. The Director of Human Resources will chair an Interviewing Committee to conduct a semi-structured interview.
 - a. Middle school principal (feeder school)
 - b. Three representatives of the faculty of the school*
 - c. Three parents of students who attend the school*
 - d. Elementary school principal
 - e. Assistant Superintendent for Teaching, Learning and Innovation
 - f. Assistant Superintendent for Student Services
 - g. Member of the support staff*
 - h. Member of Parents' Coordinating Council
 - i. Member of the School Committee

*To be chosen by School Council

The Interviewing Committee will receive the credentials of up to eight candidates and interview

each for forty-five minutes. Prior to the interviews, Interviewing Committee members will be asked to provide input to the Director of Human Resources on issues they would like to question the candidates about. The Director of Human Resources will then develop a series of questions. Questions will be distributed on assessment sheets to the Interviewing Committee on the first day of interviews. The candidates will be invited to arrive 20 minutes prior to their interview to review the questions that will be asked.

The candidates will have an opportunity to make an opening and a closing statement and will also be given time before the end of the interview to respond to a previously asked question.

At the conclusion of the interviews, the Director of Human Resources will collect all assessment sheets and tally each candidate's score. The three candidates with the highest scores will become finalists.

6. Upon receiving the names and application packets of each finalist, the Superintendent will check at least three references from each candidate.
7. Finalists will be invited to spend a day visiting the Lilja Elementary School.
8. The Central Office Administrative Team (minus the superintendent) will interview the finalists.
9. The Superintendent will conduct a one-on-one interview with each finalist.
10. An opportunity will be provided for parents, faculty and School Committee members to meet the candidates at an evening public forum at Lilja Elementary School. At the conclusion of the forum, parents are invited to provide written feedback directly to the Superintendent.
11. The Superintendent and the Director of Human Resources will meet with the Lilja School staff to receive feedback on the strengths of each finalist.
12. Site visits to candidates' schools may be conducted if considered beneficial.
13. The Superintendent will appoint a candidate to assume the role as of July 1, 2020.