
OXFORD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT

BARTON ELEMENTARY SCHOOL PRINCIPAL SEARCH PROCESS & TIMELINE

✚ May 1 –18st

- Advertise position – Closing Date **May 18th**

✚ Week of May 5th – Distribute Search Timeline and Process

- Distribute Search Timeline and Process to Barton staff and parents
- Solicit for nine (9) member Search Committee* in accordance with SC policy
 - Two (2) faculty members
 - One (1) administrator* (*elected by Admin. Council)
 - One (1) School Committee member
 - Three (3) School Council/PTO members (2 from SAC/PTO & 1 SEPAC)
 - One (1) Support Staff (aide, secretary, or custodian)
 - One (1) Superintendent of Schools
- **Search Committee members must be available for all steps in the process where the full Search Committee is requested.**
- **Interested individuals should email or call Helen Coffin, Executive Assistant to the Superintendent at hcoffin@oxps.org OR 508-987-6050 x1111 by May 18th. Include your name and position/category you would represent on the Search Committee, email address, and telephone number.**
- **If there is more interest than the number of slots available, a lottery system will be used to draw a name.**

✚ May 22, 2018 (Tuesday) Paper Screening 4:00-8:00 PM

- Review of Process & Paper Screening @ Central Office Conference Room
- Full Search Committee meets to complete the following tasks:
 - Discuss process, review job description, create list of “ideal” qualifications for the next principal, go over rating rubric for paper
 - Individual review and rating of candidate packets for the purposes of selecting candidates for first round interviews
 - Group ranking of candidates and discussion to select first round candidates
 - Review of sample interview questions; discuss and identify 10-14 questions for first round interviews

✚ May 29 & 30th (Tuesday & Wednesday) First Round Interviews (4:00-8:30 PM)

- First round of interviews held at Barton School
- **Day #1 - *Tentative* Interview Schedule**
 - 4:00 – 4:15 Committee Preparation
 - 4:20 – 5:10 Candidate #1 Interview
 - 5:20 – 6:10 Candidate #2 Interview
 - 6:15 – 7:05 Candidate #3 Interview
 - 7:10 – 8:00 Candidate #4 Interview

- **Day #2 - Tentative Interview Schedule**
- 4:00 – 4:50 Candidate #5
- 5:00 – 5:50 Candidate #6
- 6:00 – 6:50 Candidate #7 (if needed)
- 6:50 – 8:00 Working Dinner & Selection of Finalists (if determined)

***The number of interviews is an estimate and thus additional time or less time may be needed so Committee members should plan accordingly. As soon as the interview schedule is set, all Search Committee members will be notified. All Search Committee members must be available on these two interview dates. At the conclusion of the first round interviews, the Search Committee will identify finalist candidates to move forward to the next round and/or make any other recommendation.**

✚ Week of June 4 – Candidate Site Visits

- Site visits for finalists to Barton School to tour building and to meet in informal sessions with professional support staff and parents/parent groups
- Candidate feedback sheets submitted to Superintendent’s Office

✚ June 12th

- Tally of feedback sheets from Barton parents/staff provided to Superintendent’s Office
- New Superintendent and administrative team interview finalists (Central Office Conference Room - Time TBD)
- New Superintendent (Dr. Liz) conducts reference checks

✚ Before July 1st (or sooner)

- New Superintendent (Dr. Liz) selects Barton principal & negotiates contract