



**HUMAN RESOURCES
ARLINGTON PUBLIC SCHOOLS
TENTATIVE TIMELINE* FOR SELECTION OF THE
Principal, Carlin Springs Elementary School**

March 16, 2023	Human Resources advertises the position.
March 17, 2023	School Talk communication is sent to the school's community with a survey to provide feedback regarding the most important strengths of the school, the biggest challenges of the school, and the most important qualities or attributes desired in a principal.
Week of March 20	Survey is sent to school staff to select representatives for the interview panel. The panel will be comprised of APS staff, administrators, and parents.
Week of April 17	Share information received regarding the most important strengths of the school, the biggest challenges of the school, and the most important qualities or attributes desired in a principal on the school's website. <i>(Note: candidates who will be interviewed will receive the feedback information.)</i>
Week of April 17	First Round Interview: Screened candidates will participate in a panel interview comprised of APS staff, administrators, and parents. Committee will interview candidates and collected feedback will be forwarded to the committee conducting the final round of interviews.
Week of April 24	Final Round Interview: The executive-level staff including the Superintendent, Chief Operating Officer, Chief of School Support, and Assistant Superintendent of Human Resources will interview the selected finalist(s).
May 2023	Superintendent will forward a recommendation to the School Board for action at a Board meeting.

****This timeline for selecting the principal may not be followed if an Arlington Public Schools' sitting principal applies for a transfer and the Superintendent decides to recommend that principal to the School Board for appointment. Or the Superintendent decides to recommend a sitting principal be appointed.***