



**HUMAN RESOURCES  
ARLINGTON PUBLIC SCHOOLS  
TENTATIVE TIMELINE\* FOR SELECTION OF THE  
Principal, Arlington Science Focus Elementary School**

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| May 19, 2023    | Human Resources advertises the position.   |
| May 19, 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 May 22  | 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 June 12 | 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 school's website. <i>(Note: candidates who will be interviewed will receive the feedback information.)</i> |
| Week of June 12 | 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 June 12 | 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).  |
| June 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.*