



WESTBROOK SCHOOL DEPARTMENT

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Process for Selecting Congin Principal*

Tentative Timeline

- February 1 Inform Administrators of Vacancy (per Contract Article VII)
- February 4- 22 Begin the external and internal data collection through survey and surveymonkey. Survey Staff and Community for Qualities of the Next Principal
- February 9 Deadline for internal application
- February 10-12 Ensure each internal candidate is provided serious consideration
- February 16 Internal/External Posting, on Serving Schools, and Newspaper
- March 11 Selection Committee Orientation Meeting
Begin to screen applicants and schedule interviews
- March 15 Schedule Interviews
- March 22 Interview Candidates
- March 23 Reference Checks, Site Visits/Presentations, and Final Interviews
- April 7 Nomination to School Committee

Application

1. Letter of Interest
2. Completed District application form
3. Resume
4. Certification
5. Three Current Letters of Reference
6. Writing Sample: "Design a Professional Development plan to teach the staff about..."