



**HUMAN RESOURCES  
ARLINGTON PUBLIC SCHOOLS  
TENTATIVE TIMELINE\* FOR SELECTION OF THE  
PRINCIPAL OF RANDOLPH ELEMENTARY SCHOOL  
June 2016**

Monday June 13, 2016	Dr. Patrick K. Murphy and Dr. Kristi Murphy meet with staff to share news regarding the transition and future meeting to discuss the procedure for selection of the new principal. A SchoolTalk message will be shared with the Randolph Elementary School to announce the transition and follow-up conversation regarding the procedure for selection of the new principal.
Friday June 17, 2016	Advertise the principal’s position locally and nationally. This includes announcements on various websites such as the Virginia Association of Elementary School Principals (VAESP), the National Association of Elementary School Principals (NAESP), Education Week, the Washington Post, the Association of Latino Administrators and Superintendents, National Alliance of Black School Educators, National Forum for Black Public Administrators, National Association of Bilingual Education and the National Latino Education Network <i>(Every publication has its own deadline for advertisement.)</i>
Wednesday June 22, 2016	Dr. Patrick K. Murphy and Dr. Kristi Murphy will meet with staff at 1:30 p.m. to discuss the procedure for selection of the new principal, perceptions regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a new principal. This information will also be provided through Randolph’s website. Feedback forum will be open for two weeks and available in English and Spanish.
Friday June 24, 2016	Hold staff election process to select staff to serve on the interview committee.
Monday June 27, 2016	Dr. Patrick K. Murphy and Dr. Kristi Murphy will meet with parents/community members at 7:00 p.m. to discuss the procedure for selection of the new principal, perceptions regarding the strengths of the school, the most important challenges faced by the school, and the attributes desired in a new principal. This information will also be provided through Randolph’s website. Feedback forum will be open for two weeks and available in English and Spanish.
Second week of July	Share information received regarding the strengths of the school, most important challenges faced by the school, and the attributes desired in a new principal on Randolph’s website. <i>(Note: Candidates who will be interviewed will receive the feedback information.)</i>
Fourth week of July	<i>First Round Interviews</i> - Superintendent and staff will interview the most qualified candidates. Candidates who successfully complete the process will be forwarded to the committee for second round interviews.  <i>Second Round Interviews</i> – Committee will interview candidates and forward feedback to Superintendent.
First week of August	<i>Third Round Interview(s)</i> – Superintendent will interview selected candidate(s). The Superintendent will forward a recommendation to the School Board for action at its August meeting. The August meeting date will be determined after July 1.

*\*This timeline for selecting the principal of Randolph Elementary School may not be followed if an Arlington Public Schools principal applies for a transfer to the principal position at Randolph and the Superintendent decides to recommend that principal to the School Board for appointment.*

**PROPOSED MAKE-UP OF THE SECOND ROUND INTERVIEW COMMITTEE**

Kristi Murphy, Chair	Assistant Superintendent, Human Resources
Cintia Johnson	Assistant Superintendent, Administrative Services
Two Principals	Selected by Cintia Johnson and Kristi Murphy
Four Teachers from Randolph	Selected by Staff+
Four Parents from Randolph	Selected by the Parent Advisory Committee++
Two Non-Instructional Staff from Randolph	Selected by Staff
Two Supervisors	Selected by Assistant Superintendent, Instruction (Connie Skelton) and Human Resources (Kristi Murphy)

+Interested staff will need to forward their names to Assistant Superintendent, Human Resources by close of business Thursday June 23, 2016.

++ PTA President will forward names of parents to serve on the interview committee by July 11, 2016.