

Principal Selection Process 2024

Bigelow Middle School

Date	Description
March 6	Begin advertising for position
March 11	Informational meeting with Bigelow faculty and staff <ul style="list-style-type: none"> • 7:30 a.m.
March 11	Informational meeting with Bigelow parents/guardians <ul style="list-style-type: none"> • 7:00 p.m.
March	Superintendent Focus Groups with faculty and staff <ul style="list-style-type: none"> • March 12: 10:50 to 12:00 p.m. • March 13: 7:15 to 7:50 a.m. • March 15: 7:15 to 7:50 a.m.
March 15	Stakeholder surveys will be distributed to faculty/staff and parents/guardians for input.
March 28	Names of representatives who will serve on the Selection Advisory Committee (SAC)* are to be submitted to the Human Resources office.
April 2 Ed. Center, Rm 210	Meeting of SAC to review calendar and procedural guidelines, develop interview questions and distribute resumes. <ul style="list-style-type: none"> • 3:00 to 4:30 pm
April 11 & 12 Ed. Center 4/11 - Room 304 4/12 - Room 210	SAC will interview candidates <ul style="list-style-type: none"> • April 11: 9:00 a.m. to 5:00 p.m. • April 12: 12:00 p.m. to 4:00 p.m. <p>Semi-finalists will be selected.</p>

April 23 & 25	<p>Semi-finalists will visit an NPS middle school (TBD) to observe classes</p> <ul style="list-style-type: none"> • April 23: 8:00 a.m. to 12:00 p.m. • April 25: 8:00 a.m. to 12:00 p.m. <p>Finalists will be selected.</p>
May 1	Q & A with finalist candidates
May 2 & 3	Finalists will visit Bigelow Middle School (time TBD).
May 6	The superintendent will appoint a new principal.

*The Selection Advisory Committee's (SAC) role will be advisory to the Superintendent, who will appoint the principal.

- The SAC will be composed of the following:
- Five (5) Faculty and Staff
- Three (3) Parents and Guardians
- One (1) Principal
- One (1) Coordinator
- Assistant Superintendent for Secondary Education
- Human Resource/District Administrator

Please note: The meeting times for focus groups, SAC meetings, interviews and visits are subject to change. The appropriate person(s) will be notified in advance of any changes.