



MALDEN PUBLIC SCHOOLS
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Beebe School Principal Search

TENTATIVE TIMELINE

DATE	ACTIVITY	OTHER
Mid-late March	Begin Advertising for position: <ul style="list-style-type: none"> ● Job Posting on School Spring, ● internal memo and email ● recruitment sites. 	
Week of April 22, 2019	Surveys and information send to site.	
Week of April 22, 2019	Selection of Representative Screening Committee: 1 K-4 Teacher (selected by MEA) 1 5-8 Teacher (selected by MEA) 1 Specialist(selected by MEA) 1 Paraprofessional (selected by MEA) 2 MPS Administrators (unit B, selected by MEA) 2 Parents/Guardians (1 from PTO, 1 from School Council) 2 students from grades 6-8	
April 29, 2019	Focus Group Meeting with Beebe School 1:00-2:00 PM 7/8th grade students 2:30-3:30 Faculty and Staff, 6:00-7:00 Parents/Guardians, Community members, PTO, School Council	
April 29	Screening Committee to review resume candidates, develop questions and discuss the process	
May 3	Interviews with candidates Interview Team conducts Preliminary Interviews. Update to applicants on status.	
May 7	Search Team selects finalist(s) to recommend to Superintendent. Update to applicants on status.	

Week of May 13	Finalist interviews and site visits. Superintendent conducts interview(s) with finalist(s). Update to applicants on status. (including APs from Beebe and Asst. Supts.)	
Week of May 20	School Committee meets finalist(s)	
	Announcement of new hire	
	New principal tours Beebe School	
	Community Reception for New Principal at Beebe School	
Date TBA July 1, 2019	Date of Hire	