

BOARD BRIEF

Date: February 7, 2020

BOARD INFORMATION: X

MEETING PREPARATION:

FROM: Stephen M. Wilkins, Ed.D., Chief Human Resources Officer
John L. Porter, School Principal Search Consultant

THROUGH: Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Cindy Anderson, Chair, and
Members of the Alexandria City School Board

TOPIC: Update #2: Principal Search for Charles Barrett and Douglas MacArthur
Elementary Schools

ACPS 2020 STRATEGIC PLAN GOAL:

Goal 1: Academic Excellence and Educational Equity

Goal 2: Family and Community Engagement

Goal 3: An Exemplary Staff

SY 2019-2020 FOCUS AREA:

Focus Area 1: Educational Equity

Focus Area 4: Douglas MacArthur Swing Space

Focus Area 5: Strategic Plan

FY 2020 BUDGET PRIORITY:

Leadership and Professional Development

SUMMARY: This memorandum informs of the principal search process at Charles Barrett and Douglas MacArthur schools. Specifically, staff and community feedback was collected during December 2019 – January 2020 to create the leadership profile for each permanent principal. These leadership profiles are published on the school webpage under “School News & Announcements ([Charles Barrett](#), [Douglas MacArthur](#)). The next steps are to screen applications in February/March followed by a panel interview(s) in late March.

BACKGROUND: The Alexandria City Public Schools initiated searches for the positions of principal at Charles Barrett and Douglas MacArthur Elementary Schools in the fall of 2019, to replace principals who left for other job opportunities. An interim principal was appointed at each school pending the appointment of the permanent principal.

Input for qualities, characteristics and attributes for the permanent principals was gathered through an online survey and focus group feedback from parents, staff, students and community members during

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December 2019 and January 2020. The online survey resulted in 100+ responses for each position. Individual emails were also received.

The collected feedback was used to develop a leadership profile for the permanent principal at each school (see attachment). The profile is posted on the respective school webpage under "School News and Announcements." A candidate should use the profile to complete the applications and to prepare for a possible in-person interview.

Currently, there are approximately 30 candidates each in the applicant pool for the two schools. Some applicants have applied for both positions.

During the month of February/March 2020, we will screen applicants to approximately seven top candidates. These candidates will be narrowed to 3-5 candidates who will be scheduled for the first round of panel interviews followed by a second panel for the top 2-3 candidates in March.

The finalist round of 1-2 candidates in late March/April 2020 will include a school tour, a school community meeting and an one-on-one interview with superintendent. We expect the Board to approve the recommended candidate in late April/May 2020.

RECOMMENDATION: The Superintendent recommends the School Board review this board brief and attachments for informational purposes.

IMPACT: The position of principal is primary to the success of a school. Input from school staff, students, parents and the community is essential to understand the desired qualities and attributes of the principal who will lead each school beginning in July 2020. Our approach affords maximum opportunity for feedback and community involvement in the selection process. The goal is to find a principal that best serves the specific community needs and expectations. The leadership profile provides a clear picture of what is desired and sought for the successful candidate.

ATTACHMENTS:

1. Leadership Profile for Charles Barrett
2. Leadership Profile for Douglas MacArthur
3. Search Timeline (same for both schools)

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