

**Memo**

To: Principal/Assistant Director Interview Participants

From: Kevin E. Rice, Executive Director

CC: Mrs. Richardson

Date: April 16, 2015

Re: Plan for candidate interviews on April 21, 2015

The table below outline the schedule of activities that we have arranged for our Principal/Assistant Director candidates to participate in. We will be meeting at 7:30 AM on the 21st to review protocols and get synchronized.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Candidate** | **Time** |  | **Activity** |  | **SC Participants** |  | **Schedule** |   |
|   | # 1 | 8:00 |   | Tour |   | Tour guide |   | 8:00 - 9:00 |   |
|   |   | 9:00 |   | Note Compiling |   |   | 9:30 - 10:30 |   |
|   |   | 9:30 |   | Teacher Interviews |   |   | 12:00 - 1:00 |   |
|   |   | 10:15 |   | Admin. Interviews |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   | # 2 | 9:30 |   | Tour |   | Faculty/Staff |   | 9:30 - 10:15 |   |
|   |   | 10:30 |   | Note Compiling |   |   | 11:00 - 11:45 |   |
|   |   | 11:00 |   | Teacher Interviews |   |   | 1:30 - 2:15 |   |
|   |   | 11:45 |   | Admin. Interviews |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   | # 3 | 12:00 |   | Tour |   | Admin. |   | 10:15 - 11:00 |   |
|   |   | 1:00 |   | Note Compiling |   |   | 11:45 - 12:30 |   |
|   |   | 1:30 |   | Teacher Interviews |   |   | 2:15 - 3:00 |   |
|   |   | 2:15 |   | Admin. Interviews |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |
| Tour Guide: Mr. Hinkle |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Faculty/Staff: Mrs. Liebold, Ms. Hartman, Mr. Domek, Mrs. Parker, Mr. Kuban, and Mrs. Biles |  |
|  |  |  |  |  |  |  |  |  |  |
| Administration: Mr. Rice, Mr. Hall, Mrs. White, Mr. Henehan, and Mr. Zimmerman |  |  |

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| People Skills | 1 |
| Discipline | 2 |
| CTE knowledge | 3 |
| School Law | 4 |
| Communication | 5 |
| Curriculum | 6 |
| Special Ed | 7 |
| Regular Ed | 8 |
| Technology | 9 |
| SIS | 10 |