

Glenbrook High Schools

Human Resources

To: Dr. Michael Riggle
From: Brad Swanson
Date: September 8, 2014
RE: Glenbrook North High School Principal Search Process

Please review the following as a tentative overview of the search process for the new principal of Glenbrook North High School.

Timeline:

September 8: BOE discussion of the process overview
September 29: Recommendation of the Search Firm to the BOE
October 13: Post the position and launch the Search
October 13 - January 9: Search Firm completes their work
January 13-16: First Round of interviews at GBN
January 26-30: Second Round of interviews at GBN
February 2: Recommendation to Superintendent
February 9: Recommendation of the final candidate to the BOE

Role of the Search Firm:

- Post and advertise the position
- Create a profile of District 225 and Glenbrook North High School
- Recruit high quality candidates
- Conduct Focus Groups throughout the Glenbrook North community
- Create the New Principal Profile
- Review, screen and interview applicants
- Recommend a slate of final candidates to the Administration

Role of the Administration:

- Conduct an RFQ for Search Firms
- Interview and recommend a Search Firm to the Board of Education
- Coordinate the process with the Search firm
- Coordinate the interview process at Glenbrook North High School
- Offer a recommendation to hire to the Board of Education

Role of the Glenbrook North High School Community:

- Students, Staff, Parents, and Community members are invited to participate in Focus Groups and/or Surveys to share their thoughts and opinions of Glenbrook North High School and the new principal position.
- Representative Students, Staff, Parents and Community members participate on the interview committees. Committee members share with the Administration their opinions on the strengths and weakness of each candidate.

Budget: \$30,000