



River Forest  
Public Schools

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## Director of Curriculum and Instruction Selection Process

School Exec Connect, a local school executive recruiting firm, has been chosen to facilitate the District 90 Director of Curriculum and Instruction selection process. The vacancy was posted online through selected job banks and an online *Education Week* advertisement, and initial District screenings are scheduled for early March. Applications are being reviewed on a rolling basis, and School Exec Connect is presently conducting screening interviews of viable candidates to determine their general suitability for the position.

On or around February 29, School Exec Connect will deliver the resumes and screening documents for their recommended slate of semi-finalists. Once approved by the District, the semi-finalists (up to 6-8 candidates, if suitable) will be invited to attend a qualifying interview with the District 90 administrative team during the week of March 7. From this group, 2-3 finalists will be selected to attend confidential, large-group interviews with faculty, staff, and parent participants the following week. Each interview group will be comprised of 13 participants and will be of mixed composition. Faculty/staff participants will be selected by school and District administrators to represent a cross-section of our various employee groups. Selected District administrators will facilitate the finalist group interviews and the process of determining the interview questions.

At the conclusion of the group interviews, candidate information sheets will be submitted for the Superintendent's final consideration. After review of the faculty, staff, and parent feedback, and in consultation with the Board of Education Personnel Chair, the selected finalist will be offered the position. Once employment terms have been successfully negotiated, the Board of Education will meet to approve the selected candidate's contract and the appointment of the new Director of Curriculum and Instruction will be announced publicly. A "welcome event" will also be scheduled in order to allow the school community a chance to meet the new Director of Curriculum and Instruction and welcome him or her to River Forest District 90.

### Group Interview Participants:

Faculty and Staff: One teacher from each grade (K-8); two specials teachers (PE, Fine Arts, etc.); two special education teachers/facilitators or service specialist teachers (Special Education, ELL, etc.); two support staff members; one instructional specialist; one technology specialist, one District Office staff member.

Parents/Family Members: Six parents or guardians, reflecting students of diverse cultures and learning backgrounds (The River Forest District 90 PTO Council will be asked to assist in identifying potential participants).

Board of Education: Two Board of Education members, one per group.

2/17/16