



# ABINGTON PUBLIC SCHOOLS

*"The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community."*

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## Out of District and Early Education Program Coordinator Search Process

The following multi-step process has been established to assist in the search for an Out of District and Early Education Program Coordinator:

Step	Time Line
1. Advertise / Post position	Week of November 9, 2020
2. Establish a Screening Committee <ul style="list-style-type: none"><li>Meet with stakeholder groups to collect information on a Coordinator Profile</li></ul>	Week of November 23, 2020
3. Meeting of Coordinator Screening Committee to: <ul style="list-style-type: none"><li>Develop Coordinator profile</li><li>Develop interview questions and <i>Candidate Interview Sheet</i></li><li>Determine final candidate recommendations for interviewing</li></ul>	Week of December 7, 2020
4. Interview candidates	Week of December 14, 2020
5. Superintendent of Schools introduces appointee to the Abington School Committee	January 5, 2021

The **Principal Screening Committee** will be comprised of:  
1 Central Office Administrator and/or Director of Special Education  
1 Building Administrator  
3 AEEP Staff Members  
3 Parents  
1 Abington School Committee Member  
Superintendent of Schools

The role of the Coordinator Screening Committee is to recommend finalists to the Superintendent of Schools. The role of the Superintendent of Schools will be to interview the finalists and appoint a candidate.

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