

**NEWBURYPORT PUBLIC SCHOOLS
DIRECTOR OF PUPIL SERVICES SEARCH
SCREENING AND INTERVIEW WORKSHOP
MEETING #1: December 5, 2023**

PUBLIC SESSION

1. INTRODUCTIONS

- a. Role of consultant
- b. Role of Screening Committee
- c. Role of Superintendent

2. OVERVIEW OF SEARCH PROCESS

- a. Status of search to date
- b. Search timeline

3. LEGAL

- a. Subcommittee Status
- b. Conflict of Interest – Legal Advisory and Disclosure Form
- c. Open Meeting Law (G.L.c. 30A)
- d. Massachusetts Pay Equity Act (MEPA)

4. SUCCESSFUL CANDIDATE PROFILE

- a. Overview of community input and School Committee analysis
- b. Use of the *Successful Candidate Profile* in preliminary screening process

5. REVIEW PRELIMINARY SCREENING PROCESS

- a. Managing applications
- b. Determining applicants for interview
- c. Guidelines for conducting preliminary screening interviews
- d. Guidelines for recommending applicants for further consideration by Superintendent

6. ORGANIZING FOR THE PRELIMINARY INTERVIEWS

- a. Set dates for interviews
- b. Schedule/length
- c. Select themes
- d. Develop interview questions
- e. Determine location for interviews
- f. Greeter/escort
- g. Selection procedure

7. CONDUCTING THE INTERVIEW

- a. Ice-breaker
- b. Questions based upon approved themes
- c. Type of questions to avoid
- d. Listening and observing
- e. Closing the interview
- f. Taking notes

8. OTHER ISSUES

- a. Confidentiality vital
 - 1) No contact with references or other sources
 - 2) Review acceptable Internet sources
- b. Communicating with the press and with colleagues

HOMEWORK

- Review Candidate Profile
- Review applications
- Complete "Rating Sheet"
- Develop Interview questions
- Check your calendar

Date of next meeting: TBD

EXECUTIVE SESSION

- 9. REVIEW OF APPLICATIONS: Applications are due by December 8. If you review the applicant pool before this date it might not be complete.**