

# Austin Independent School District

Terrence Eaton, Ph.D., Associate Superintendent  
Office of Middle Schools



December 1, 2015

Dear Small Middle School Community:

Your school is being led this year by interim principal, Dr. Sherry Lepine, and it is time to begin the work of selecting a permanent principal for Small Middle School. This selection process is an extremely important task that involves the entire school community. The Austin Independent School District is committed to choosing a principal who will continue to lead your school in a positive direction and be responsive to the needs of the Small community.

The process for selecting a school leader will include meeting with parents, teachers, and community representatives to identify characteristics the Small community wants in a principal for the campus. This profile will serve to assist in the screening of all qualified applicants to select candidates to interview. The interview committee to select the new principal will include Small's parent and teacher representatives. This committee will recommend a minimum of two finalists to the Superintendent for consideration. The Superintendent will make the final selection for approval by the Board of Trustees.

The timeline for the selection process is as follows:

<b>January 11, 2016</b>	<b>3:45 p.m.</b>	Meet with the Small CAC Co-chairs and faculty to develop a profile of a leader who can best serve the campus.
<b>January 11, 2016</b>	<b>6:00p.m.</b>	Meet with the Small parents & community members to develop a profile of a leader who can best serve the campus.
<b>January 28, 2016</b>		Principals from the Austin Vertical Team and I will screen applications from all applicants who meet the qualifications for the position.
<b>February 4, 2016</b>		Interview committee conducts first-round interviews
<b>February 9, 2016</b>		Interviews of finalists with the Superintendent
<b>February 29, 2016</b>		The recommended candidate will be presented to the Board of Trustees for approval.

Your support of Small Middle School is valued and appreciated. I look forward to your input at the meetings. If you are not able to attend, you may submit your input to me via e-mail at [terrence.eaton@ausintisd.org](mailto:terrence.eaton@ausintisd.org) or call me at (512) 414 -4481.

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