

**CONCORD PUBLIC SCHOOLS  
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT**

120 MERIAM ROAD, CONCORD, MA 01742  
[www.concordpublicschools.net/](http://www.concordpublicschools.net/)

PHONE: 978.341.2490

FAX: 978.318.1539

February 24, 2015

TO: Regional School Committee

FROM: Diana F. Rigby, Superintendent

RE: CCHS Principal Search

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We are seeking a dynamic, innovative, and student centered principal to serve the CCHS school community for 2016-17. The principal search is led by Human Resources Director, Kelly McCausland and the process includes the following activities:

1. High School Principal Vacancy Notice – The vacancy notice is attached and has been posted on the district website, SchoolSpring, Boston Globe, Education Week, MSSA, and MASS;
2. Online Survey – Surveys have been distributed to students, parents, support staff, and teachers and posted on the district website for community members to collect input on personal qualities, skills, essential knowledge, and recommended questions;
3. Search Timeline- Please see attached. We have hired Ribas and Associates to facilitate the five focus group meetings with teachers, support staff, students, Department Chairs (Leadership Team) and parents. Following the focus group meetings, the Selection Committee will interview the candidates that meet the criteria. The Selection Committee will select semi-finalists for the second interview with the Superintendent, public meeting, site visits and reference checks;
4. Superintendent will negotiate contract with finalist by the end of April.



# Concord Public Schools and Concord-Carlisle Regional School District

## Employment Application

Openings as of 2/12/2016

### *High School Principal*

JobID: 1087

**Position Type:**  
Administration/Principal

**Closing Date:**  
02/29/2016

**Date Posted:**  
2/3/2016

**Location:**  
High School

**Date Available:**  
07/01/2016

Concord-Carlisle High School - High School Principal Vacancy

Concord-Carlisle High School, located twenty miles west of Boston, is seeking a student centered and dynamic educational leader to serve 1288 students, dedicated faculty and involved parent community.

Selected Responsibilities

- Employs a variety of strategies to build consensus within the school community around a shared educational vision and critical school decisions while encouraging dialogue and different points of view
- Involves stakeholders in a comprehensive diagnosis of the school's strengths and weaknesses using appropriate data and leads a collaborative process to develop a focused, results-oriented strategic plan with annual goals
- Establish a shared vision for a technology-infused learning environment where every learner is empowered to engage in meaningful digital learning experiences
- Ensures that teachers know and employ teaching strategies and assessment practices that are effective and personalized to accommodate diverse learners
- Studies alignment between judgment about practice and data about student learning when evaluating and rating educators and provides effective support to colleagues around this practice
- Uses culturally sensitive practices and successfully engages all families
- Sets clear expectations for and provides differentiated support to ensure that all educators design and implement frequent personalized communications, respond carefully and promptly to communications from families, and solicit feedback from families that informs improvement to communication plans
- Models for educators how to reflect on the effectiveness of lessons, units, and interactions with students and uses multiple sources of evidence & data, research, and best practices to adapt instruction to improve student learning
- Leads a team to develop a budget that aligns with the district's goals
- Understands and complies with all laws, mandates, and policies

Qualifications:

Minimum of a Master's degree in education; demonstrated highly effective leadership as a high school principal

The position offers a highly competitive compensation package.

Start Date: July 1, 2016

Salary Range: \$155,000 - \$165,000

Please apply online at [www.concordpublicschools.net](http://www.concordpublicschools.net) and upload a cover letter, resume, three current letters of recommendation, and a Massachusetts Principal license and complete the online application by February 29, 2016

It is the policy of the Concord Public Schools and Concord-Carlisle Regional School District not to discriminate on the basis of race, gender, religion, national origin, gender identity, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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**CCHS PRINCIPAL SEARCH COMMITTEE**  
**February 2016**

<b>NAME</b>	<b>AFFILIATION</b>	<b>EMAIL ADDRESS</b>
	CCTA Rep	TBD - Selected by the CCTA
	Educator	TBD -Selected by the CCTA
	Educator	TBD -Selected by the CCTA
	Educator	TBD -Selected by the CCTA
	Educator	TBD -Selected by the CCTA
Boynton, Johanna	CCRSB School Committee	<a href="mailto:boynton.csc@gmail.com">boynton.csc@gmail.com</a>
Colleen or Brian	Assistant Principal	TBD
Ernst, Michelle	Parent - PA, Concord	<a href="mailto:mpernst@comcast.net">mpernst@comcast.net</a>
Goodwin, Micheal	R & R - Teacher	<a href="mailto:migoodwin@concordps.org">migoodwin@concordps.org</a>
Herbert, Kristen	Dir. Teaching & Learning	<a href="mailto:kherbert@concordps.org">kherbert@concordps.org</a>

**CCHS PRINCIPAL SEARCH COMMITTEE**  
**February 2016**

<b>NAME</b>	<b>AFFILIATION</b>	<b>EMAIL ADDRESS</b>
Hudson, Johnny	Student	<a href="mailto:jhudson18@concordps.org">jhudson18@concordps.org</a>
Joncas, Aaron	METCO Director	<a href="mailto:ajoncas@concordps.org">ajoncas@concordps.org</a>
Keane, Tom	Department Chair - SPED	<a href="mailto:tkeane@concordps.org">tkeane@concordps.org</a>
MacMullan, Donna	Parent - SAC, Carlisle	<a href="mailto:dmacmullan@comcast.net">dmacmullan@comcast.net</a>
Mathias, Eleanor	Student	<a href="mailto:emathias17@concordps.org">emathias17@concordps.org</a>
McCausland, Kelly	Dir. Human Resources	<a href="mailto:kmccausland@concordps.org">kmccausland@concordps.org</a>
McElroy, M.	Admin. Ass't.	<a href="mailto:mmcelroy@concordps.org">mmcelroy@concordps.org</a>
Wall, Steve	Building Service Worker	<a href="mailto:swall@concordps.org">swall@concordps.org</a>
Young, Sharon	K-8 Principal	<a href="mailto:syoung@concordps.org">syoung@concordps.org</a>

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CCHS Principal Search Timeline 2016

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
February 12 <sup>th</sup> – February 26 <sup>th</sup>		Survey	
Monday, February 22nd	2:30pm – 3:30pm	Focus Groups Meeting Teachers	Learning Commons
Wednesday, February 24th	2:30pm – 3:30pm	Focus Groups Meeting Support Staff	Room 242 (off Learning Commons)
Thursday, February 25th	10:40am – 1:00pm	Focus Groups Meetings Students	Dining Commons
Thursday, February 25th	2:30pm – 3:30pm	Focus Groups Meeting Department Chairs	Main Office Conf. Room
Thursday, February 25th	6:00pm – 7:30pm	Focus Groups Meeting Parents	Learning Commons
February 29 <sup>th</sup>		Applications Close	
March 1 <sup>st</sup>	4:00pm	Search Committee Meeting	Room 242 (off Learning Commons)
March 15 <sup>th</sup>	3:00pm - 9:00pm	Interviews	Ripley Conference Room 4
March 29 <sup>th</sup>	6:00pm - 9:00pm	Semi-finalist Public Meeting	Learning Commons

Month of April: Site visits, finalists interview, reference checks, and selection

If you have questions or would like further information regarding the principal search please contact Kelly McCausland, Human Resources Director, at 978.318.1542 or [kmccausland@concordpublicschools.org](mailto:kmccausland@concordpublicschools.org)