

**Sacred Heart Cathedral School  
Principal Search**

Search Process & Timeline

*This process will be flexible and may be adapted to respond to market and environmental conditions.*

- **Community Announcement** February 18
  - Inform Faculty at meeting
  - Inform Community
  - Engage the Advisory School Board in Search Process
  - Finalize Search Team organizational structure
  - Obtain commitment from Search Team Chairman and members
  
- **Community Survey** Week of February 22
  - Collect stakeholder (faculty, parents, clergy, parish) input via community survey
  - Develop leadership position description/ profile to be used for all marketing and communications
  - Contact local and national search and network agencies to post opening
  - Conduct interview of candidate February 26
  
- **Approval of Position Description** Week of March 1
  - Post search link on school and diocesan websites
  - Position Description will be used for all marketing and communications
  - Email launch through various networks
  
- **Build Candidate Pool** March Onward
  - Search team continue candidate sourcing until decision is made
  - Maintain regular communications with community
  
- **Rolling Review of Candidate Dossiers** March Onward
  - Schedule virtual and face-to-face interviews as appropriate
  - Check candidate references
  
- **Select 2 or 3 Finalists** By End of March
  - Bring finalist(s) to campus and diocese
  - Conduct background checks
  
- **Select Next Principal** By Early April
  - Develop Transition and Onboarding Plan
  - July 2021 start date