

TO: School Committee

FROM: Tim Piwowar, Superintendent

DATE: November 14, 2025

RE: Director of Student Services Search Update

---

As you know, we will need to begin the process of conducting the search for our next Director of Student Services. By statute, the hiring of a Director of Student Services requires a recommendation from the Superintendent to the School Committee, who must vote on the recommendation. To allow us to hit the target date of the February 5 School Committee meeting, the timeline for this process is detailed below:

- December 1: Release job posting and description
- December 1: Send out invitation for applications for screening team
- December 15: Deadline to express interest in screening team
- December 19: Confirm screening team members and notify screening team applicants
- January 7: Kickoff meeting for screening team: anti bias training, process review, and question review
- January 12: Job posting closes
- January 14: Resume review with subgroup of screening team; invitation of first round candidates to participate in interviews
- January 20, 21, 22: First round of interviews with screening team
- Week of January 26: Finalist site visits and interviews
- Prior to February 5: Reference checking; preliminary offer
- February 5: Recommendation of appointment to School Committee

The screening team will be responsible for initial resume review, identifying candidates for first round interviews, and recommending finalist candidates for further interview. I anticipate that the composition of the screening team will include representation from the following groups: district-level and building-level administrators; professional staff members, including teachers, related service providers, and/or nurses; support staff, including instructional aides and/or ABA tutors; parents/guardians/caregivers; and the School Committee. In assembling the screening team, I will be looking to ensure that there is also representation across each of the grade spans, from preschool up to high school.

Additional members of the community will have the opportunity to be involved in the search process during the site visits held during the week of January 26.

Thank you, and I will be happy to answer any questions about the process at our meeting on November 20.