



Thomas Jefferson High School
3950 S Holly St
Denver, CO 80237
720.423.7000



Dear Thomas Jefferson High School Community,

As you likely know, Principal Suzanne Morris-Sherer announced that she will be transitioning out of her role as school principal. She will remain fully committed and available for the rest of this school year and into the 2016-2017 school year.

DPS considers selecting a new principal as one of the essential components of building highly effective schools. Accordingly, we have created a comprehensive pre-screening process for aspiring leaders. The process includes a thorough, half-day screening process before they even get into the principal selection pool. I am confident that we will have a number of highly qualified candidates to consider to lead Thomas Jefferson High School.

This past week we began the process of assembling a timeframe for this principal selection process. This process involves the creation of a School Principal Selection Advisory Committee (SPSAC) with the guidance of the Thomas Jefferson High School Collaborative School Committee (CSC).

The CSC will help recruit and select a diverse and representative team to serve on the School Principal Selection Advisory Committee. The role of the SPSAC will be to interview candidates and share strengths and areas of concern for each candidate that will be shared with the Acting Superintendent. Candidates will participate in a variety of additional interview components, including a learning walk to gauge their instructional expertise and an interview with a student panel. **Parents, guardians and community members interested in serving in the SPSAC can obtain a copy of the application by contacting Thomas Jefferson High School Office Manager Danyelle S. Charles at 720.423.7050 or emailing DANYELLE_CHARLES@dpsk12.org. The deadline to submit SPSAC applications is Monday, April 4th at noon.** Committee members must be able to attend at least two SPSAC meetings.

Parents, guardians and community members are also invited to participate in one of two community input sessions for the new principal (times and dates listed below). Please also mark your calendars for Wednesday, April 20th when we will have a forum with finalists for principal. I encourage everyone to attend this meeting as we welcome and value your input. The results of this meeting, along with all of the other feedback during the process, are collected and help inform the Acting Superintendent's final decision.

Thank you for your support as we work together during this transitional period. In the meantime, please see the following timeline for important upcoming dates and opportunities for your input and participation. You can also check the Thomas Jefferson High School website for additional information.

Sincerely,

Sean Precious and Scott Mendelsberg
Instructional Superintendents



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Estimated Timeline for Principal Selection Process

Friday, March 11th	<ul style="list-style-type: none">• SPSAC Application and Process Communicated to Community
Week of March 14th	<ul style="list-style-type: none">• Position posted on DPS website
Tuesday, March 22nd 6:30-7:30	<ul style="list-style-type: none">• Community Engagement Opportunity #1: All families, community, staff and students welcome
Thursday, March 24th 6:30-7:30	<ul style="list-style-type: none">• Community Engagement Opportunity #2: All families, community, staff and students welcome
Week of March 28th	<ul style="list-style-type: none">• Revise job posting based on community input
Week of April 4th	<ul style="list-style-type: none">• Convene CSC to recommend SPSAC names to Instruction Superintendent
Week of April 4th	<ul style="list-style-type: none">• First SPSAC Meeting
Week of April 11th	<ul style="list-style-type: none">• Second SPSAC Meeting (HR Training)
Week of April 18th	<ul style="list-style-type: none">• School Based Selection Process (Interviews, Focus Groups, Walkthroughs)
April 20th	<ul style="list-style-type: none">• Community Forum 6:30 - 8 p.m. (Forum with Principal Finalists)
Week of April 25th	<ul style="list-style-type: none">• Final Interview - Acting Superintendent Susana Cordova
Week of May 2nd	<ul style="list-style-type: none">• Principal Announced