



FAIRFAX COUNTY
PUBLIC SCHOOLS

Cluster II

Gatehouse Administration Center
8115 Gatehouse Road
Falls Church, Virginia 22042

November 2, 2011

Dear Thoreau Parents and Community Members:

We are beginning the search for a new principal for Thoreau Middle School. An important step in this procedure is to inform staff and parents about the principal selection process. Therefore, all Thoreau parents/community members are invited to attend an important meeting on Tuesday, November 15, at 7:00 p.m. in the school library. We certainly hope that you will be able to attend this meeting.

Another critical component to the process is your written input. We invite you to offer your individual, written input (preferably via e-mail) regarding the skills, experience, and leadership characteristics needed for Thoreau Middle School. You might also address any challenges or issues that a new principal will need to address. Input is confidential and will not be discussed at the meeting. We welcome your input now, **upon receipt of this letter**, and are hopeful that many of you will share your thoughts. Please e-mail your ideas to Elisabeth.Boivin@fcps.edu or mail your suggestions to Beth Boivin at Human Resources, 8115 Gatehouse Road, Falls Church, VA 22042 by **Monday, November 21**. Suggestions for input are located on the reverse side of this letter. For your convenience, a copy of this letter has also been posted to the Thoreau homepage at <http://www.fcps.edu/ThoreauMS/>.

I look forward to working closely with Thoreau staff, parents, and community members during the principal selection process.

Sincerely,

Jim Kacur
Cluster Assistant Superintendent
Cluster II

**FAIRFAX COUNTY PUBLIC SCHOOLS
PRINCIPAL SELECTION PROCESS**

INPUT SUGGESTIONS

Fairfax County Public Schools mission is to provide creative, knowledgeable, and talented leadership to ensure student success. To determine the best match for the leadership needs at your school, parent and staff perspectives will be used to screen candidate resumes and develop interview questions. Please provide input detailing the skills, experiences, and leadership characteristics needed at your school. Include challenges and issues that the new principal will need to address. Principal professional skills include planning and assessment, instructional leadership, safety and organizational management, communication and community relations. Human Resources uses your feedback regarding characteristics and challenges to select candidates for the interview and to formulate questions for the panel. This information will be very useful to the new principal and to me rather than submitting names of potential candidates. We appreciate your support

SCHOOL: Thoreau Middle School

Please e-mail your input to Elisabeth.Boivin@fcps.edu or mail to:

Beth Boivin

FCPS

Department of Human Resources

8115 Gatehouse Road

Falls Church, Virginia 22042