



Timeline Lower School Assistant Principal for Early Years position

Dear interested Candidate,

On behalf of the International School of Luxembourg, I would like to thank you for your interest in the position of Lower School Assistant Principal for Early Years and inform you of the selection timeline which we will be following as we seek the best possible candidate to fill this position.

The closing date for applications is **20 January 2012** and professional references will be checked after that date. **Eight** candidates will be selected for the first round of interviews. All candidates will be notified no later than **17 February 2012** concerning their selection for the first round of interviews. These first interviews will be conducted via Skype and webcam between **28 February and 2 March 2012**. The final four candidates will be notified no later than **6 March 2012** of their selection for the site visit and final round of interviews.

The four finalists will be invited to visit ISL on **16 March 2012** for the second round of interviews. On that day the finalists will informally visit the school and formally meet with small interview panels representing groups from the ISL community (leadership as well as staff). The finalist candidates will be notified no later than **19 March 2012** of the school's decision.

If you feel your profile fits the position, we look forward to getting to know you better through your application as we search for the best possible candidate.

Best regards,

Erica Bastian
Human Resources Manager
International School of Luxembourg, asbl