



May 22, 2025

Dear TOPS K-8 Staff and Community,

As you may be aware, Principal Schwentor announced a transition to the Shoreline School District beginning with the 2025-26 School Year. We thank Amy for her service to Seattle Public Schools and wish her the best in her new principalship.

Strong school leadership is key to a school's success, and we're poised to begin the process of hiring TOPS K-8's next leader. In Seattle Public Schools, we use a thorough, multi-step process to ensure that each new principal is a great fit for each school and its needs.

As part of this process, we'll be gathering input from the TOPS community to help choose the best candidate. This will include a School Leader Attributes Survey for staff and families, as well as a site-based interview team that will help review and interview candidates. Below, you'll find an overview of the process and what to expect in the coming months.

Hiring Process Overview:

In December, we began advertising for principal candidates. Those who meet our qualifications and pass a rigorous interview process are placed into a pool of potential candidates. When a school position opens, the Human Resources (HR) team reviews the candidates and makes recommendations to the Regional Executive Directors. The Regional Executive Director for each school community will lead the formation of a site-based Principal Interview Committee that will interview candidates who have been moved forward from the HR screening and initial interview process.

What's Next for TOPS K-8:

The TOPS K-8 principal position will be posted this week and will remain open until filled. This posting includes required qualifications and preferred qualifications that match a need to identify a leader to support TOPS' unique programming. Throughout the hiring process, the Regional Executive Director will work with the Building Leadership Team (BLT) and the PTSA/PTO to develop interview questions specific to TOPS K-8's needs. Staff and parents will also be invited to take part in a Principal Attributes Survey to provide input on what qualities they believe the next principal should have.

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Interview Team Composition:

For the interview process, a site-based team will be formed, which may include:

- Teachers from various grade levels
- Community members (parents or guardians)
- Classified staff (e.g., administrative secretaries)
- Central office leaders and other principals

This team will work together to ensure that the selected candidate is the best fit for TOPS K-8. We will share more details and a timeline as the process moves forward. If you have questions or would like updates, please reach out to your current principal or the Building Leadership Team or your Regional Executive Director. The complete guidelines and hiring process for principal hiring in Seattle Public Schools can be found here [School Leader Hiring Process](#). Thank you for your continued support as we work together to select the next leader for TOPS K-8!

Dr. Sarah J Pritchett
Assistant Superintendent of Human Resources