

Principal and Assistant Principal Hiring Process – Division of Human Resources 2008-2009

Increased efficiency and quality measures are driving a revision to the district hiring process for principals and assistant principals. Primary features of the new process include:

- Posting general principal and assistant principal positions as well as specific school vacancies as they are known.
- Determining a pool of candidates through the use of Gallup's PrincipallInsight™ online interview and a principal and assistant principal interview fair.
- Maintaining the current school interview process including classroom walk-throughs.

The new process consists of two phases. The following summarizes the phases; however, complete details are on apsnet under HR forms.

Phase 1 – Applications and Determining the Pool

Beginning in October, general principal and assistant principal positions (e.g. Principal, Elementary) will be advertised on the APS web site as well as on relevant state web sites and in national publications. Interested candidates will be asked to complete a new online application that is specifically for licensed administrator and professional/technical positions. The application includes the PrincipallInsight online interview. Current APS employees who are interested in principal or assistant principal positions will also need to complete the new application and complete the PrincipallInsight interview.

In early December, Human Resources will facilitate an invitation-only principal and assistant principal interview fair. Candidates with complete applications will be considered for an invitation to the fair. Interviews will be conducted primarily by directors from HR and the Division of Instruction. The result of the fair will be to determine which candidates will be placed in the principal and/or assistant principal candidate pools for the current hiring season. Specific schools will then select candidates from the pools to interview for their specific positions.

Recognizing that applications are received throughout the spring, additional candidates will be added to the pool throughout the spring based on one-on-one interviews with HR or Division of Instruction directors or paper screenings. Again, only candidates with complete applications will be considered.

Phase 2 – School Interview Process and Superintendent Selection of Principals

Note: The following applies to principal vacancies. The process for assistant principals is similar, but facilitated by the principal and the principal determines the selected candidate.

As specific school vacancies are known, a director from human resources will facilitate phase two of the hiring process for schools. This includes conducting a voluntary all-staff meeting to describe the process and staff opportunities to participate.

HR will help staff generate a list of professional characteristics they desire in a principal. Those characteristics are used to select candidates from the pool for interviews, to write the interview questions, and to evaluate each candidate's interview. The composition of the interview committee will remain the same and will be comprised of staff representatives and other district

stakeholder groups. The interview committee will recommend two to three finalists to the superintendent for a final interview.

Whenever possible, the finalist interviews with the superintendent, the deputy superintendent, the chief academic officer, and the chief personnel officer will be held at the school and will include a walk-through of classrooms. Based on the finalist interview, a review of the interview committee's input, and the candidate's fit for the school, the superintendent will select the new principal.

Our goal continues to be to identify and hire the most talented and skilled candidates for these critically important positions.