

Atlanta Public Schools Principal Selection Process 2013-2014

Human Resources, Center of Expertise

Updated March 3, 2014



Initial Steps

The Search Begins

- Advertise for principal vacancy both locally and nationally.
- Review possible internal candidates through Aspiring Leaders Program, Assistant Principals, and other possible candidates recommended by Executive Director and/or C&I personnel.

Principal Postings for Vacancies

- Top School Jobs/Ed Weekly- Career Site
- Top School Jobs/Ed Weekly-Virtual Career Fair
- Education America Network
- Council of Great City Schools
- Teach Georgia
- National Association of Secondary School Principals
- Facebook
- LinkedIn
- Twitter
- Simply Hired

Stakeholder Participation

Executive Director, Strategic Director, and Local School Council Chair will collaborate to identify panel members to serve on the principal selection committee.

Stakeholder Panel Selection Guide

- Local School Council chairperson or designee
- PTA/PTSA/PTO president or designee
- Current teacher of the year and teacher leader
- Classified school employee (custodian, secretary . . .)
- Community members - *(2 people maximum)*
- Student representative *(when appropriate)*
- Panel should be comprised of an odd number of participants and have fair representation among stakeholders (7-15 members)

Stakeholder Participation

- Executive and Strategic Directors establish meeting date(s) for the panel orientation and input sessions, which will include plans for staff, student (*when appropriate*) and open community forum feedback sessions.
- Post three guiding questions on the school website for additional stakeholder input (*What is currently working at SCHOOL NAME that you would like to see continue? Why? What is not currently working well at SCHOOL NAME and how would you propose to change it? What are the most important qualities that you want your leader to have and why?*)

Stakeholder Meeting Agenda Items

- Conduct orientation of the interview process and share projected timeline.
- Review roles and responsibilities of panel members.
- Gather information on key qualities for a new leader.

Tier 1: Identifying Principal Candidates

- Human Resources leadership team, along with the Executive Director, will review resumes to identify top candidates.
- Identified candidates will respond to and be assessed on a writing prompt.
- The team will select and contact Tier 2 candidates.

Tier 2: District Interviews

- Panel presentation and interview
- Teacher simulation evaluation
- Situational leadership activity (*Written & Verbal Responses*)
- Top candidates from this tier will have the opportunity to interview with the community panel.

Tier 3: Community and Stakeholder Interview

- Finalists from Tier 2 will interview with the community panel.
- Executive Director and Strategic Director will work with panel to identify candidate questions and re-orient panel of roles, responsibilities, and entire process.
- Interview panel members will score candidates.

Tier 4: Final Selection

- Candidate assessment data is compiled and presented to superintendent or designee for final interviews and selection.
- Recommendation made to the Board of Education for approval.