

# Principal Selection Process



# Input Form

- Leadership Skills Needed
- Administrative Experience Preferred
- Leadership Characteristics Desired
- School Issues to be Addressed
- School Challenges to be Met

# Goal

- To select the most talented, knowledgeable leader who is the best match for the school
  - Advertisement and Panel Process
  - Transfer of Veteran Principal

# Advertisement and Panel Process

- The vacancy is advertised
- Region and HR meet with parents, staff, and students (high school), to explain process and ask for input regarding best match
- Parent, staff, and student representatives (high school) are identified
- Resumes are screened for certification, experience, leadership, professional development, and characteristics that match school leadership needs

# Advertisement and Panel Process

- Top candidates are identified (resume screen and additional information such as references and performance evaluations)
- Identified candidates are invited to a panel interview
  - Advisory panel members include community, staff, and students (high school) representatives, principal, and executive principal - HR facilitates
  - Written problem-solving activity and questions based on input and principal performance criteria

# Advertisement and Panel Process

- Panel members recommend candidates to the region assistant superintendent based on resume review, panel interview, and written problem solving activity
  - Recommendations are confidential - panel members are only identified as “parent”, “staff”, or “other”
  - No discussions regarding candidates - each panel member advisory, not influenced by others, no panel member seen as for or against individual candidates

# Advertisement and Panel Process

- Region assistant superintendent checks references, evaluations, on-the-job performance and invites top candidates to interview
- Region assistant superintendent recommends top candidates for division superintendent interview
- School board members contacted (representative and at-large school board members, then all school board members)
- Position offered to candidate and new principal introduced

# Transfer of Veteran Principal

- Veteran principals notified
- Region and HR meet with parents, staff, and students (high school) to explain the process
- Parent, staff, and student (high school) representatives identified
- Input to region assistant superintendent to help determine the best match



# Transfer of Veteran Principal

- Region assistant superintendent checks references and evaluations and interviews candidate
- Candidate is recommended to the division superintendent
- School board members contacted (magisterial and at-large members)
- School-community advisory panel
- All school board members notified
- Position offered and principal introduced

# Advisory Panel Member Guidelines

- A community representative and a staff representative coordinate recommendation of panel members
- Panel members represent school constituencies and reflect diversity of students and staff
- Commitment of time (two hours to full day) required of all panel members
- Questions developed in advance based on all input and approved by region assistant superintendent
- Follow-up questions recommended to region assistant superintendent for interviews of top candidates

## Next Steps

- Posting Advertised: May 6
- Input Due: May 7
- Panel Reps Due: May 7
- Panel Date: Weds. June 3
  - Gatehouse Administration Center

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# Questions...