

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS

DENVER PUBLIC SCHOOLS



ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS

STATEMENT OF PURPOSE:

The District recognizes that the achievement of all students is directly linked to the qualifications and experience of building leaders, including assistant principals. As such, the process and resources dedicated to the recruitment and selection of Assistant Principals must be based on high expectations and standards, and consistent with the District goals and Board policies.

The superintendent may suspend the process when it is in the best interest of the district and the school(s).

VACANCY NOTIFICATION

All vacant Assistant Principal positions will be posted, unless otherwise determined by the Superintendent. The current Interim/Acting Assistant Principal will not normally be eligible to apply unless approved by the Superintendent. In the case of retirement or resignation of the current Assistant Principal, notice must be received prior to posting.

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS

PRE-POSTING

1. The Principal develops a list of desired attributes/characteristics of the optimal candidate and electronically forwards this to the Assistant Superintendent or Area/Assistant Area Superintendent for approval. They must not be in conflict with any applicable state or federal laws or statutes and should directly correspond to the district goals and objectives.
2. Search Committee: There is no search committee for the selection of Assistant Principals.

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS (cont)

POSTING

1. Once the desired attributes/characteristics have been approved, the Principal reviews the district posting and personalizes to the individual school. The appropriate HR Generalist notifies HR Directors and Managers of the vacant position.
 - a. A Job Requisition that has been signed by the Assistant Superintendent or Area/Assistant Area Superintendent is emailed to the HR Generalist along with the Position Description and job posting details.
 - b. The Principal considers the following in the posting revision:
 - 1) Innovative language expressing the needs (i.e. Wanted: an enthusiastic, committed and knowledgeable Assistant Principal for an urban middle school) and related to the district goals and objectives
 - 2) Statements that speak to the needs of the school and cause candidates to reflect on their readiness/match for the position.
 - a. The posting should be specific regarding Preferred and Required Qualifications so the applicant can self-select. The Principal prepares a profile that outlines what is expected along with a description of the position defining the specific duties of the job (curriculum, athletic director, scheduler, disciplinarian, etc.).
 - i. The posting should include qualifications that relate to the District goals and priorities.

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS (cont)
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POSTING FORMAT

1. The format should contain the following information and in this order (determined by the site unless otherwise stated):
 - a. Position Number (issued by HR)
 - b. Job Title
 - c. Department/School
 - d. Salary Range (determined by HR)
 - e. Work Year (determined by HR/Job Title)
 - f. Applications received by (provide date) will receive first consideration (no closing date to be used).
 - g. Position Start Date
 - h. School Website Address
 - i. HR Contact (HR Area Generalist—determined by HR)
 - j. Position Description (characteristics/attributes)
 - k. Required Qualifications (specific/tangible). Specific leadership requirements to be defined.
 - l. Preferred Qualifications (specific/tangible)

The electronic job requisition form and position description with required and preferred qualifications are forwarded electronically to the HR generalist. All postings received in HR will be posted to the DPS website within 2 work days of receipt.

2. Generic national ads for principals and assistant principals will be placed in Education Week at least one time per year, normally between January-March
3. Decisions regarding additional ads will be made by HR based on budget allocation and timing of posting.
4. Ads will be placed on regional and national websites by HR at the request of the Assistant Superintendent, or Area/Asst Superintendent. A list of websites will be maintained by HR.

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS

APPLICATION PROCESSING/REVIEW

1. Applicants are directed to apply on-line using the district's web-based employment application system
2. The application is prescreened for minimum required qualifications by HR.
 - a. Candidates that do not meet the minimum qualifications are sent letters of regret as soon as possible after candidate qualification review by HR.
3. In accordance with the provisions of the district's on-line application system, the following steps are followed:
 - a. All candidates that meet minimum qualifications will be moved forward to Hiring Manager via the on-line job folder. The Hiring Manager is the Principal, in the case of assistant principal vacancies.
 - b. The Principal reviews all candidates moved forward using criteria and identifies slate of candidates to be interviewed.
 - c. The Principal schedules and conducts interviews

ASSISTANT PRINCIPAL SEARCH/SELECTION PROCESS (cont.)

INTERVIEWS/SELECTION

1. The Principal receives training from HR and/or Assistant Superintendent or Area/Assistant Area Superintendent in screening, interviewing and selection process. The Principal finalizes interview questions, process and determine which applicants to interview by reviewing all qualified applications. The interview should include questions that are related to district goals and priorities.
2. Interviews are scheduled. Throughout the process, every effort is made to maintain confidentiality.
3. **Out of Town applicants:** A telephone interview will be set up to interview out-of-town applicants who are selected for an interview. If feasible, a teleconference will also be scheduled through district resources. If it is determined that a face-to-face interview is recommended, the district may choose to cover expenses for the first interview. If the candidate is advanced to the second or final interview level, the district will cover the costs of expenses, limited to one trip.
4. **Reference Phone Calls:** Based on the results of the interview, the Principal selects two final applicants. The principal reports these selections to the Assistant Superintendent or Area/Assistant Area Superintendent. At least three reference phone calls must be made on each of the top two candidates. Completed reference check templates are maintained by the Assistant Superintendent or Area/Asst Superintendent along with interview notes for one year.
5. Based on the results of the interview and reference phone calls, the Principal and Assistant Superintendent or Area/Assistant Superintendent meet to agree on the top candidate.
6. **Background Check:** HR and Security complete background checks (CBI) on the top two candidates, in the case of external hires. This process normally takes 24-48 hours. If any "red flags" are uncovered, the HR director immediately contacts the Assistant Superintendent or Area/Assistant Area Superintendent with relevant information.

7. **Site Visits:** The Principal, Assistant Superintendent, or Area/Assistant Area Superintendent may make a coordinated site visit(s).
8. **Salary Placement:** The Principal, Assistant Superintendent or Area/Assistant Superintendent, in conjunction with HR, determine salary based on existing salary regulations.
9. The Principal and/or Assistant Superintendent or Area/Assistant Area Superintendent make a job offer (contingent on a current Colorado Principal's License, or alternative licensure program, and approval by the Superintendent and Board of Education).
10. The Principal uses the on line application system to notify HR of successful candidate.
11. The Assistant Superintendent or Area/Assistant Area Superintendent sends memo to Superintendent for approval, with copy to HR. Once signed, the Superintendent forwards the approved memo to HR. This memo authorizes HR to include this personnel transaction on the Board Report for approval by the Board.
12. The Principal electronically submits PACE form to HR_Transactions@dpsk12.org. HR enters data for "pending action" into Lawson.
13. **Notification to unsuccessful candidates:** The Principal personally notifies the unsuccessful other final candidate by phone and follows up in writing with a letter. HR prepares written notification to all other unsuccessful candidates not in the top two.
14. The Principal introduces the successful candidate to the school staff. Various methods and processes may be used by the Principal to fully integrate the assistant principal into the school and community. These may include community forums, parent forums, and executive assimilation process (see Human Resources for details)
15. When individuals are selected from outside the district, an orientation meeting is initiated by HR.