

PRINCIPAL AND ASSISTANT PRINCIPAL INTERVIEW PROCESSES
(Revised: 04-29-19)

GOAL

Utilize consistent interview processes across the division that identify principals and assistant principals who:

- are successful
- have the potential to become, or are “superstars”
- can utilize resources
- display culturally responsive leadership
- expect equity in delivery of the instructional program
- energize staff
- are visionaries
- have integrity
- have passion for students
- are innovative
- are instructional leaders
- utilize data to guide instruction

INTERVIEW PROCESSES

I. Principal

- The Chief Human Resources Officer is responsible for the process of hiring principals.
- The Chief Human Resources Officer, Chief Academic Officer, *and Executive Directors for Elementary and Secondary Instruction* select potential candidates for interview.
- The Chief Human Resources Officer, Chief Academic Officer, and Executive Directors for Elementary and Secondary **Instruction** establish a panel which should include:
 - Chief Human Resources Officer
 - Chief Academic Officer
 - Executive Directors, Elementary and Secondary Instruction
 - School-based administrator(s) (*if applicable*)
 - Other principal(s)
 - Teacher(s)
 - Parent(s)
 - A central office person
- The Chief Human Resources Officer provides the interview panel with a confidentiality statement and a statement indicating that ACPS does not discriminate.
- The Chief Human Resources Officer does preliminary reference checks before the interview session and a more thorough reference check after the interview session.

Interviews may include the following optional areas:

- Second interview session with group identified by the chiefs and executive directors.
- Writing sample and/or exercise.
- The Chief Human Resources Officer schedules the finalist(s) (*two preferred*) to meet with the Superintendent based on feedback received throughout the interview process.
- The Superintendent refers the selected candidate to the Chief Human Resources Officer.
- The Chief Human Resources Officer moves forward with the process of offering the position.

All documents from the interview session(s) must become part of ACPS Human Resources file.

II. Assistant Principal

- The principal, *and upon request the Executive Directors of Elementary and Secondary Education*, select(s) candidates for interview.

- The principal establishes a panel which should include:
 - Principal
 - Executive Directors, Elementary and Secondary Instruction
 - School-based administrator(s) (*if applicable*)
 - Teacher(s)
 - Parent(s) (*optional*)
 - A central office person (*optional*)

- The principal provides the interview panel with a confidentiality statement and a statement indicating that ACPS does not discriminate, which will be provided by Human Resources.

- The principal does preliminary reference checks before the interview session.
 - Interviews may include the following optional areas:
 - Second interview session with executive directors and/or group identified by the principal.
 - Writing sample and/or exercise.

- The Human Resources Department conducts a more thorough reference check after the interview session.

- The principal recommends a candidate for hire to Human Resources based on feedback received from the interview committee.

All documents from interview session(s) must become part of ACPS school-based file.