Administrative Selection Component Summary

The selection components consist of elements that are administered in the same order and in a uniform manner for all applicants for each advertised position. The steps in this component are outlined below. The process the District follows to:

1. Determine the need for an administrative position:

* Assess and project anticipated position vacancies
* Develop job description
* Establish position with the School Board
* Place position on the organizational chart
* Consider reassignments

1. Advertise and/or recruit for vacancies:

* Post job listing(s) on school district website
* Screen applicants who have met minimum requirements
* Notify applicants of their eligibility to proceed to next phase

1. Develop the applicant pool(s)

* Administer written exercise, with a minimum score of 3 required (may not be retaken in less than one year; may be retaken on only twice)
* Complete a comprehensive district-developed leadership assessment (may not be retaken in less than one year)
* Conduct behavioral event interview, with a minimum score of 3 on each dimension required (may be retaken if data is more than one year old; must be updated at least every three years)
* Review and integrate data for each applicant
* Consider lateral transfers, when appropriate
* Establish applicant pool

1. Select finalists:

* Conduct site analysis for Principal vacancies, using data to determine specific attributes most appropriate for the position
* Select interviewees from applicant pool and/or lateral transfer list
* Determine finalists
* Consult references and perform background checks
* Interview finalists
* Make recommendation to the School Board (Superintendent)

1. Provide feedback, support, and evaluation to those recommended for administrative positions:

* Counsel applicants regarding strengths, developmental needs, and site analysis results
* Formulate leadership development plan for new administrators
* Provide professional growth activities for leadership skill development
* Conduct performance appraisals annually