



ADMINISTRATIVE PROCEDURE

PRINCIPAL SELECTION PROCESS

4113

Procedure No.

November 15, 2010

Date

- I. **PURPOSE:** To provide administrative procedures for the principal selection process for Prince George's County Public Schools.
- II. **POLICY:** To ensure that the community, including staff, parents, community groups and high school students (for high school principals) are involved and participate in the principal selection process (Board Policy 4113).
- III. **BACKGROUND:** The Prince George's County Public Schools encourages parental and community interaction with local schools and recognizes the principal as the corporate head of the local school and primary link between the community and the school system. Thus, Prince George's County Public Schools ensures involvement of community groups, parents, staff and high school students (for high school principals) in principal selection through its Administrative Procedure governing this process.
- IV. **PROCEDURES:** To ensure that community members, parents, and students are involved in the process for selecting the school principal, the following procedures must be followed:
 - A. All schools will participate in developing a Leadership Profile in the event the Superintendent declares a principal vacancy.
 - B. Information about the leadership needs of the school is collected from the community and school staff, using the School Leadership Skills and Characteristics form and existing school climate surveys.
 - C. The Superintendent or Superintendent's Designee notifies, in writing, the school's professional, student, and parent leadership organizations of the vacancy.
 - D. The Human Resources Office advertises the vacancy.
 - E. Under the direction of Human Resources, a meeting is scheduled with the community and school staff to develop a principal leadership profile and explain the principal selection process. A representative from the Area Office, Office of School Leadership, Career Development, and/or School Improvement Office will be in attendance at this meeting.
 - F. A representative from the Human Resources Office will conduct the initial applicant prescreening and develop a list of candidates eligible to participate in the Principal Leadership Exercise.



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- G. Eligible candidates will participate in the Principal Leadership Exercise to further assist the committee in determining each candidate's skills and abilities.
- H. Representatives from the Human Resources Office and Office of School Leadership will develop an eligible candidate pool based on the candidates' credentials and score obtained on the Principal Leadership Exercise. The list will be forwarded to the Area Assistant Superintendents.
- I. Area Assistant Superintendents or Designee will meet to identify school needs and review candidate profiles to determine best school/candidate fit.
- J. Each respective Area Office will notify interview panel members consisting of Division Chiefs or Designee of the date, time and place of interviews.
- K. Candidates to be interviewed will be selected by the committee based on their profile and the leadership needs identified by the school community and Superintendent.
- L. Selected candidates will be interviewed using a structured interview process by a committee consisting of Division Chiefs and/or Designee.
- M. Following the interviews of all candidates, the selection committee will provide the Superintendent with a summary document identifying areas of strengths and need for growth for each candidate. The committee will compile a list of recommended candidates for the Superintendent's consideration.
- N. A list of at least three recommended candidates, along with comments supporting the recommendations, shall be forwarded to the Superintendent for further consideration.
- O. The Superintendent will make the final selection and is not required to select an individual from the recommended candidates.
- P. The name of the candidate selected by the Superintendent will be forwarded to the Board of Education for approval.
- Q. The candidate will be notified of his or her selection after approval by the Board of Education.



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- V. **GENERAL PROCEDURE:** The Superintendent reserves the right to select a candidate outside the scope of this procedure based on the needs of the school system.
- VI. **RELATED PROCEDURES:** None.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Human Resources Office and will be updated by that office as necessary.
- VIII. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4113, dated April 14, 2010.
- IX. **EFFECTIVE DATE:** November 15, 2010.

Approved by:
William R. Hite
Superintendent of Schools

Attachment: Principal Selection Process Survey

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11