



Principal positions shall be filled through internal appointment or advertisement and interviewing. **The Administrator Hiring Team** includes the Assistant Superintendent for School Leadership/Office of School Performance, Senior Director-Schools and Human Resources.

*The Superintendent has the final decision at any time during the hiring process.*

1. Assistant Superintendent for School Leadership/Office of School Performance and Senior Director-Schools will notify Human Resources of principal vacancy.
2. The Administrator Hiring Team will establish a hiring timeline for the vacancy.
3. Human Resources will announce vacancies for principal positions and advertise both locally and nationally through online postings and social media.
4. The Administrator Hiring Team will review the applications, verify qualified candidates, facilitate interviews, and develop a pool of quality applicants eligible to participate in the formal interview process.
5. The Senior Director-Schools will meet with the community and with the staff to develop a school leadership profile.
6. The Administrator Hiring Team will identify applicants, who best meet the qualifications for the Principal vacancies, to participate in District Screening Interview for the Principal Pool
7. District Screening Interviews (if needed)
  - Qualified candidates will have a screening interview with a committee, including parents who represent different parts of the city.
  - If candidates do well, they are then evaluated by multiple steps in the applicant process, and successful candidates are then in the “Final Pool”.
  - Applicants in the Final Pool are compared with the needs of the schools and considered by the Administrative Hiring Team, who will discuss their recommendations with the Superintendent
8. The Assistant Superintendent for School Leadership/Office of School Performance will make recommendation to the Superintendent for final selection.
9. Once the candidate is selected for the principal position, Human Resources will contact the candidate and offer the position, contingent upon completed and approved investigation, criminal background and reference checks. The candidate will be asked to maintain confidentiality until the employment contract is signed and hiring process is completed.

10. Human Resources will contact the candidates interviewed, who were not selected for the position.
11. The Senior Director will schedule a staff meeting to introduce the new principal to the staff. The Senior Director's office will send a letter to parents inviting them to the reception.

**\*Internal Appointment:**

If necessary, the Superintendent will review the following factors and make a direct appointment:

- After getting confirmation from the school community about accurately listing their input, the Administrative Hiring Team will decide if they have a current PPS Principal who would be the best fit for the school.
- If they do, that person would be recommended to the Superintendent as the next Principal with the knowledge that this Principal has already proven their skills in another PPS School.