Principal and Assistant Principal Hiring Process

Aurora Public Schools
Principal and Assistant Principal Selection Process 2015

In January, the posting for the general principal pool was advertised on the APS web site as well as on relevant state and national web sites. The posting for the general assistant principal pool will be advertised in February.

Candidates interested in principal and/or assistant principal positions in APS must first apply to the APS principal and assistant principal pool. The APS principal and assistant principal hiring process consists of multiple phases.

In most cases, current APS principals or assistant principals interested in a lateral move need to complete an online application and participate in all phases of the pool selection process.

Applications to the APS principal and assistant principal pool will be accepted and screened on an ongoing basis through the spring of 2015. Candidates will be notified of their status at the completion of each phase. If an applicant is not accepted into the pool, they are ineligible for reconsideration until the next hiring season.

PHASE 1 – APPLICATION SCREENING

Candidates will be expected to submit a complete online application which includes providing a written response to interview questions.

Initial screenings will be conducted by teams consisting of APS principals and administrators from the Divisions of Equity in Learning and Human Resources.

Candidates who are selected will move forward to Phase 2 in the Pool Process.

PHASE 2 – PHONE INTERVIEW

Candidates in Phase 2 will participate in a brief phone interview. Successful candidates from Phase 2 will move forward to Phase 3 in the selection process.
PHASE 3 – PERFORMANCE ASSESSMENT

In Phase 3, candidates will participate in a performance assessment, consisting of up to three leadership scenarios, tasks and/or interview questions.

P-20 LC Directors will engage current and former supervisors as references. Other reference activities may include phone calls to candidates’ colleagues, professional organizations contacts, subordinates and community members.

Following Phase 3, successful candidates will be placed in the appropriate pool (Assistant Principal or Principal).

WHEN A SCHOOL VACANCY OPENS

Specific assistant principal and principal vacancies will be posted on the district website.

All pool candidates will be considered for each appropriate vacancy. Candidates may express an interest in a specific vacancy by sending a letter of interest to the Office of Licensed Employment in Human Resources.

*Note: The following applies to principal vacancies. The process for assistant principals is similar, but facilitated by the principal and P-20 Learning Community Director. The principal and the P-20 Learning Community Director determine the selected candidate.*

PHASE 4 – ADVISORY COMMITTEE FOR PRINCIPAL SELECTION PROCESS

The P-20 Learning Community Director will communicate to the school staff and community that the Principal Selection Process will be engaged and facilitate a staff meeting as well as a Community/PTO meeting. These meetings will identify Quality Standard-based attributes that are priorities for the staff and community as well as to select members for the Advisory Committee. The Advisory Committee will be comprised of:

- Facilitator, P20 Learning Community Director
- Human Resources Director
- Two licensed staff members
- One classified staff member
- Two parents who currently have students at the school and are not staff
- 1-2 students may be committee members at the high school level

The P-20 Learning Community Director will select up to 6 candidates from the pool for a school based interview.

The candidate will participate in a school based interview with the Advisory Committee. The Advisory Committee will recommend 2 - 3 finalists to the P-20 Learning Community Director.
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PHASE 5 – FINALIST ACTIVITIES

Finalist candidates will participate in a Learning Walk at a similar school facilitated by the P-20 Learning Community Director, one other Equity in Learning Director and one principal at same level.

Finalist candidates will also participate in a Community Forum facilitated by the P-20 LC Director and HR Director, responding to Quality Standards-based questions.

P-20 Learning Community Directors may conduct site visits as part of the reference check process.

PHASE 6 – SUPERINTENDENT INTERVIEW

The Superintendent and Chief Academic Officer will interview the recommended finalist candidates and make the final selection.

TELL Colorado Survey Coming Soon

The 2015 Teaching, Empowering, Leading and Learning (TELL) Colorado survey will be administered to licensed, school-based educators from February 11—March 9, 2015.

This anonymous survey administered by the Colorado Department of Education is intended to assess the teaching conditions at the school, district and state level. The results from this survey are intended to support school and district improvement planning and to inform policy decision. In order to view school/district data, there must be at least 50% participation in the survey.

This anonymous survey will be available February 11—March 9, 24 hours/day, from any internet location using a confidential access code that will be provided by the Aurora Education Association Representative (AR) or Association member at each site.

For more information regarding TELL Colorado, please visit www.tellcolorado.org.

Birnadine Mack Scholarship Opportunity

The Colorado School and Public Employees Retirement Association (CSPERA) has established a scholarship through the Birnadine Mack Foundation to aid all active school personnel in their pursuit of further education.

A $1,000.00 scholarship will be awarded to one recipient in each of the four divisions of CSPERA—metro, northeastern, southern and western. The money may be used for re-certification credit or further study in pursuit of a degree. All current school employees are eligible to apply.

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A link to the application and more information can be found at http://www.cspera.org/foundationscholarship.html. A copy of the application is also available on page 5 of this newsletter. All applications must be submitted by April 3, 2015 to:

CSPERA
Bimadine Mack Scholarship Foundation
1085 Peoria St.
Aurora, CO 80011
BIRNADINE MACK SCHOLARSHIP APPLICATION

Eligibility: Any current employee of any Colorado public school may apply for a Birnadine Mack Scholarship grant for any educational endeavors available from, but not limited to, a four-year degree-granting institution of higher learning, community college, or technical/vocational school within the state of Colorado, or seminars or workshops offered by an established professional organization in the state of Colorado, including accredited online institutions offering course work within the state of Colorado.

Payment of awards: Disbursement of all scholarship funds shall be made directly to the institution or professional organization up to the amount of the scholarship award, not to exceed $1,000.00. Withdrawal from the program may result in loss of funding.

Notification of winners: Cost prevents us from responding to all applicants. Only scholarship winners will be notified.


Submission of application materials: Applicants must submit five (5) hard copies of an application by the deadline date to: CSPERA, 1085 Peoria St., Aurora, CO 80011.

Questions: Contact CSPERA via c sperma@aps.k12.co.us or 1-303-326-1808 or 1-800-748-2846.

Application information: Please print all information plainly.

Name: ___________________________ Date: ___________________________
Address: ___________________________
City, State, Zip Code: ___________________________
Home phone: ___________________________ Work phone: ___________________________
Email: ___________________________
Description of current public school position: ___________________________
Name and address of current employer: ___________________________
Name, address, and phone of institution in which you plan to enroll and apply this scholarship: ___________________________
Title and description of the degree program, course, or seminar in which you plan to enroll: ___________________________

Term(s) or semester(s) for which you plan to attend: ___________________________
Does your proposal involve enrollment in a Bachelor’s Degree program? ______
Does your proposal involve enrollment in a Master’s Degree program? ______
Do you currently hold a Master’s Degree in any field? ______

Please attach an informal letter of not more than two pages, describing for the selection committee:

- Your career professional goals and how the planned program of study will support those goals.
- Specific examples (curriculum knowledge, teaching techniques, etc.) of how the proposed study will improve your service in your public school work.
- Any additional single point you judge to be an important factor in making your personal circumstance deserving of scholarship support for public education-related studies.