

Administrative Hiring Process

This document describes the processes and procedures by which candidates (both internal and external) are hired into Charlotte County. © Charlotte County, VA

Table of Contents

Administrative Pool	3
Applicants from Outside the Administrative Pool	5
Assistant Principal Openings	5
Principal/District-Level Administrative Openings	6

Administrative Pool

The Administrative Pool is the prequalified group of candidates who have been pre-vetted by the District and authorized to apply for Administrative openings in Charlotte County Public Schools. Any candidate, internal or external, without administrative experience, who is interested in being considered for an administrative opening, must first earn acceptance into the Administrative Pool. All current Charlotte County Public Schools administrators are considered to be members of the Administrative Pool. There is a singular pool, and while candidates may prefer a school type or level there are not separate pools by school level. A member of the Administrative Pool is permitted to apply for any Assistant Principal vacancy. A member of the Administrative Pool is permitted to apply for any Principal opening if they have also completed a Florida Department of Education approved Preparing New Principals Program (PNP) and have acquired the School Principal certification.

HR Posts Pool Openings

Twice a year or as needed, the Human Resources department will post an opening to invite interested applicants to the Administrative Pool. The postings will run for a period of two weeks and will include a clear list of prerequisites for consideration. The prerequisites for consideration in the general administrative pool are:

1. Completion of a Master's Degree
2. Certification in Educational Leadership from the Florida Department of Education
3. 5 years of Teaching Experience
4. Three Letters of Recommendation (including one from Current Supervisor)

Prerequisite Screening by HR

The Human Resources department will screen all applications submitted for consideration for entry into the General Administrative Pool. Any applicants who fail to meet the prerequisites will be removed from further consideration and notified in writing of their non-selection. Those applicants who pass the screening process will be forwarded to the Administrative Pool Committee for interview.

Three Part Interview

Following the screening by Human Resources, the Administrative Pool Committee, comprised of Principals, will meet to interview all pre-qualified candidates and to further review the candidates' submitted application materials. The committee will develop the components of the three-part interview and adjust these parts in each subsequent series of interviews. The points for the three-part interview will be divided as follows:

<u>Interview Component</u>	<u>Points</u>
Comprehensive Interview	50
Prioritization Activity	30
Writing Sample	20
Total	100

Comprehensive Interview by Administrative Pool Committee

The Committee will author questions that address the most relevant and meaningful topics for each round of interviews for applicants to the Administrative Pool. The questions will focus on components of the Florida Principal Leadership Standards (FPLSs). Applicants should construct answers that include

practical examples from the applicant's personal professional experience. The Committee will determine a rubric for each question and score individual responses as a group.

Prioritization Activity

The Committee will develop a prioritization activity (also referred to as an "In-

personnel who have been assigned the responsibilities of systemwide or schoolwide functions, such as district school superintendents, assistant superintendents, deputy superintendents, school principals, assistant principals, career center directors, and others who perform management activities.