



## **CAMPUS ASSISTANT/VICE PRINCIPAL SELECTION PROCESS**

### **APPLICATION**

- All applicants for a campus assistant/vice principal position must complete the online application found on the District's website, including current IISD employees
- All applicants must submit a letter of interest and resume to the Assistant Superintendent for Personnel & Administration
- All applicants must take the Principal Insight Assessment

### **SCREENING APPLICANTS**

- When a vacancy occurs, the Personnel Department will gather all current & complete applications and make the information available to principals.
- The principal will review all applications in MUNIS and select a minimum of five applicants for finalist interviews. The list of applicants to be interviewed must be submitted in advance to the Division Director of Elementary/Secondary Teaching & Learning and the Personnel Department for approval.
- It is expected that at least one candidate should not be an IISD employee.

### **INTERVIEW**

- The principal will recommend an interview team to the Personnel Department for approval, to consist of the following members at a minimum:
  1. The Principal
  2. One Assistant/Vice Principal from that campus
  3. Three Campus Teachers, one of which must be on the CIC
  4. One District Administrator or Coordinator, when available
- The principal will contact the finalists and schedule the interviews.
- The principal will conduct reference checks on the finalists prior to the interview and complete the appropriate form.
- Using an established and approved bank of questions based upon the Effective Schools model, the Interview Committee will select a set of questions representing all correlates to be used with all finalists.
- One copy of the interview will be completed with the applicants' answers for filing with the Personnel Department.
- Principal documents the strengths of each finalist.

## **POST INTERVIEW / SELECTION**

- Following each interview, the finalist will be scored by each member of the interview team on the form developed by the Personnel Department.
- Following all interviews, the Interview Committee will convene to discuss the relative strengths and weaknesses of each candidate. The Committee will select three recommended candidates to the Principal.
- If necessary, the principal will follow up with additional reference checks
- The principal will present three recommended candidates to the Superintendent of Schools and be prepared to discuss the primary candidate.
- The Superintendent may schedule a personal interview with the finalist(s) before approving the applicant for assignment.
- Following the Superintendent's selection, all Finalists will be contacted by the principal that the position has been filled, thanking them for their interest in a campus administrative position in Irving ISD, etc. A sample form will be provided by the Personnel Department.
- The individual selected for the position will also be contacted as to their status and the process for reassignment or Board approval. A sample for will be provided by the Personnel Department
- The principal will make the electronic recommendation in MUNIS

## **RECORDS**

- All official records in this process will be maintained by the Personnel Department according to state and local retention schedules.