



## **CAMPUS PRINCIPAL SELECTION PROCESS**

### **APPLICATION**

- All applicants for a campus 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 Assistant Superintendent for Personnel & Administration will gather all current & complete applications
- A screening committee will review all applications and recommend to the Superintendent a minimum of five finalists for interviews. The screening committee will consist of the appropriate Division Director for Elementary/Secondary Teaching & Learning Assistant, the Assistant Superintendent for Personnel & Administration, the Assistant Superintendent for Teaching & Learning, , and one campus principal at the same level as the vacancy.
- It is expected that at least one candidate should not be a current IISD employee

### **INTERVIEW**

- The Assistant Superintendent for Personnel & Administration will establish the interview team, to consist of the following members:
  1. The Superintendent of Schools
  2. The Division Director for Elementary or Secondary Teaching & Learning
  3. The Assistant Superintendent for Teaching & Learning
  4. The Assistant Superintendent for Personnel & Administration, or Director of Personnel
  5. The Division Director of Special Services, or other designated T&L director as nominated by the Assistant Superintendent for T&L
  6. Two principals at the same level as the vacancy
- The Assistant Superintendent for Personnel, or designee, will contact the finalists and schedule the interviews.

- Developed by the Division Director of Elementary/Secondary Teaching & Learning, each applicant will be provided an instructional leadership scenario to complete in advance and bring to the interview.
- The Division Director of Elementary/Secondary Teaching & Learning will conduct reference checks on the finalists.
- 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. The Superintendent may select questions from his own personal file.

### **POST INTERVIEW / SELECTION**

- Following each interview, each member of the interview team, except the Superintendent, will score each applicant's interview on a form developed by the Personnel Department. The Assistant Superintendent for Personnel & Administration will coordinate the scoring process.
- Following all interviews, the Interview Committee will convene to discuss the relative strengths and weaknesses of each candidate.
- If necessary, the Division Director for Elementary/Secondary Teaching & Learning will follow up with additional reference checks, and report the findings to the Superintendent.
- Three finalists with the top scores will be presented to the Superintendent, who will make the final selection.
- Following the Superintendent's selection, all Finalists will be contacted by the Assistant Superintendent for Personnel that the position has been filled, thanking them for their interest in a principal position in Irving ISD, etc.
- The recommended finalist will be notified of his/her status, as well as the process for final board approval or reassignment by the Superintendent.
- The Assistant Superintendent for Personnel will be responsible to 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.