

RECRUITMENT PROCESS – PRINCIPALS

FEBRUARY:

1. **Develop Leadership Profile:** Human Resources (HR) and respective Instruction Director (i.e. Elementary or Secondary) visit school with vacancy to meet with staff (licensed and classified), a few students (middle and high school only) and a few members of site council to develop a Leadership Profile.

The profile is presented to the Superintendent and includes: a) School vision; b) Desired leadership characteristics; c) Professional and personal characteristics; and, d) Challenges and opportunities.

2. **Post Vacancy:** All vacancies will be posted on District web page as “internal/external” for a minimum of five (5) days. All applicants must apply through EdZapp and provide all required documents by due date indicated in position announcement. All applicants must include a vision statement and work sample.
3. **Search Committee:** Chaired by respective Director and will include teachers, parents, and appropriate administrators. Makeup of the search committee will comply with the District Diversity Plan – IV. Human Resources Practices, sub-sections 6.1, 6.2, 6.3 and 6.4 available at <http://www.4j.lane.edu/hr/practices>. Human Resources and respective Instruction Director selects members of and assemble search committee.

MARCH:

4. **Selection:**
 - a. Pool of applicants is reviewed by Human Resources and respective Instruction Director. Only candidates meeting the minimum requirements will be considered; higher consideration will be given to applicants meeting preferred qualifications.
 - b. All applicants will be notified of the outcome of their application at the end of the process..
 - c. Schedule applicants for interview with Search Committee.
 - d. **Interview Format with Search Committee:**
 - i. Each applicant will be required to prepare a 10 to 15 minutes presentation on the following: 1. Philosophical beliefs about teaching. 2. Vision for an educational system that supports staff and student success in the 21st Century. 3. Role of the principal in achieving their vision. And,
 - ii. Questions & answers (Q&A) based on presentation.
 - iii. Search Committee sends 4 to 5 candidates (semi-finalists) to the Superintendent.
5. **Semi-finalist:** are referred to the Superintendent’s office for a second interview.
 - a. Superintendent’s Interview Team (Superintendent, respective Instruction Director, HR Director and others as appropriate) interviews semi-finalists.
 - b. **Interview format:** Q&A.

APRIL:

6. **Finalists:** Selected by the Superintendent’s Interview Team visits the school and meets the staff.
7. **References:** All professional references are checked.
8. **Final Selection:** Superintendent makes final selection after reviewing school’s leadership profile, references and recommendations from Instruction Director and HR. Offer is made to selected finalist; finalists not selected are notified. HR makes appointment announcement district-wide.