



PRINCIPAL SELECTION PROCESS

Department of Human Resources

Input Form

- Leadership Skills Needed
- Administrative Experience Preferred
- Leadership Characteristics Desired
- School Issues to be Addressed
- School Challenges to be Met
- Other Unique Needs of the School

Goal

- To provide creative, knowledgeable, and talented leadership, at each school, to ensure student success.
 - Advertisement of Position
 - Panel Process
 - Transfer of Veteran Principal

Input, Panel, and Screening Process

- ❑ Region and HR virtually meet with parents, staff, and students (high school), to explain process and request input regarding best match and to inform Leadership Profile for the school
- ❑ Region leadership gathers input from magisterial school-board members to add to Leadership Profile
- ❑ Parent/community, staff, and student representatives (high school) are identified to serve on Community Advisory Panel
- ❑ Region screens candidates for experience, leadership, professional development, and characteristics that match school's Leadership Profile

School Specific Panel Process

- ❑ Candidates from Principal Pool that expressed interest are screened
 - ❑ Selected candidates are invited to a panel interview
 - ❑ School Specific Community Advisory Panel members include community, staff, and student (high school) representatives, principal, executive principal, and HR facilitates
 - ❑ Access to documents provided through FCPS G Suite
- ❑ Two-part interview: structured and follow-up questions based on input and principal performance criteria

Panel Process and Input to Region Assistant Superintendent

- ❑ Panel members provide additional input on candidates to the Region Assistant Superintendent based on resume review and panel interview
 - ❑ Panel input is confidential – panel members are only identified as “parent,” “staff,” or “other”
 - ❑ Each panel member is individually advisory, not influenced by others, no panel member should express being for or against individual candidates

Region and Superintendent Interviews

- Region Assistant Superintendent reviews panel interview input, checks references, on-the-job performance (evaluations) and invites a candidate or candidates for a follow-up interview
- Region Assistant Superintendent recommends a candidate or candidates for Division Superintendent interview
- The candidate or candidates interview with the Superintendent, Deputy Superintendent, Assistant Superintendent Human Resources, and Region Assistant Superintendent
- Superintendent selects finalist

Recommendation of Principal Candidate

- Region Assistant Superintendent contacts school board members (magisterial and at-large school board members)
- Assistant Superintendent, Human Resources, notifies all school board members of recommended candidate
- Human Resources offers position to candidate
- Region leadership team introduces new principal

Transfer of Veteran Principal

- Veteran principals notified
- Region Assistant Superintendent checks references and evaluations and interviews candidate(s)
- Candidate is recommended to the division superintendent
- School board members contacted (magisterial and at-large members)
- School-specific advisory panel
- All school board members notified
- Position offered and principal introduced

Advisory Panel Member Guidelines

- ❑ All community and staff representatives have the opportunity to express interest to serve as a panel member.
 - ❑ Panel members represent school constituencies and reflect diversity of students, staff, and school programming
 - ❑ Commitment of time (full-day: 8 am – 4 pm) required of all panel members
 - ❑ Technology, language, and transportation needs can be provided.
 - ❑ Panel will utilize FCPS G Suite

- ❑ Questions developed in advance based on all input and approved by region assistant superintendent

- ❑ Follow up questions developed by advisory panel

- ❑ Additional follow-up questions recommended to region assistant superintendent for interviews of top candidates

Next Steps

- ❑ Position Advertised: Wednesday, October 30th
- ❑ Input Due: Thursday, November 7th
- ❑ Panel Reps Due: Thursday, November 7th
- ❑ Panel Date: Tuesday, November 19th

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Questions...



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