

Human Resources Hiring Flow Chart

PRINCIPAL VACANCY

Senior Staff Review Team (SSRT) will consist of:

- The Chief Human Resources Officer/Designee
- The Chief Schools Officer
- The appropriate Department of School Leadership (DOSL) School Level Leader(s)

The Interview Team (6-8 people total, depending on school level) will consist of:

- The Chief Human Resources Officer/Designee
- The Chief Schools Officer and/or the appropriate DOSL School Level Leader(s)
- The Chief Academic Officer/Designee and
- Teacher and parent representatives
- Student representative (where DOSL deems appropriate)

DOSL Coordinates Meeting with Stakeholders

The DOSL Assistant Superintendent/Designee will meet with/survey parents, staff, and develop a profile of the new Principal.

HR Posts Position

The Chief Human Resources Officer/Designee posts the position on the VBCPS website once the stakeholder memos are distributed from the principal and DOSL.

HR Screens Applications

The Chief Human Resources Officer/Designee screens applications, gathers letters of interest and résumés and checks eligibility.

SSRT Reviews Applications/Selects Applicants to Interview

The Senior Staff Review Team reviews applications, with assistance from other departments as needed, letters of interest and résumés and selects the applicants to interview. (The Superintendent reserves the right to make placements based on division needs.)

No applicants selected to interview

HR Schedules Interviews

The Chief Human Resources Officer/Designee schedules interviews.

SSRT Develops Questions and Writing Sample for Interviews

The Senior Staff Review Team develops questions for interviews and a rubric.

Interview Team Interviews Candidates

The Interview Team interviews each candidate and rates them on the rubric. After all candidates have been interviewed, the interview team will have a group discussion and will write comments which the Chief Human Resources Officer/Designee will share, along with the rubric ratings, with the Senior Staff Review Team.

SSRT Determines Finalists

The Senior Staff Review Team will determine 2-3 finalists. Candidates not selected will be contacted by DOSL.

DOSL Coordinates School Walk-Through

The Chief Academic Officer, the DOSL representative(s), and other Senior Staff, as requested, will conduct a "walk-through" at the school with each of the finalists. (NOTE: Any school can be selected as appropriate.) The walk-through includes classroom observations followed by a debriefing session. Finalist(s) is/are forwarded to the superintendent.

No finalists selected to interview

Superintendent Interviews

Superintendent interviews the finalist(s).

Visit to Each Finalist's School

Where feasible, the Superintendent will visit each finalist's current school.

Final Selection and Recommendation to the School Board

The Superintendent makes a final selection and makes recommendation to the School Board.