

## ADMINISTRATIVE POLICY

### FILLING PRINCIPAL VACANCIES

#### (a) AUTHORITY OF THE SUPERINTENDENT

1. When a principal position is vacated or newly created, the position will be filled through the interview process. It is the expectation that one of the recommended candidates from the interview process will be nominated to the Superintendent by the School interview team to fill the principal vacancy. The Superintendent will have the authority to temporarily assign or nominate for appointment an individual to fill a principal vacancy, for a period of no more than one semester. If the vacancy occurs during semester one and a suitable applicant cannot be found, the underfill can continue until the end of the school year. In lieu of advertising the temporary vacancy, for the following reasons:

- a. the best interests of the district;
- b. organizational needs;
- c. specialized requirements of the position;

2. Such appointments are subject to verification of possession of the appropriate licensure and at least one year of administrative experience.

#### (b) SELECTION THROUGH INTERVIEW PROCESS

##### 1. Advertising Principal Vacancies

a. The Office of Human Resources will advertise all principal vacancies. A focus on diversity among qualified candidates will be a continuous goal in all advertising. Advertisements for principal vacancies will be placed on the MPS website, on the DPI, WECAN website, and on national websites, and will be sent to national education periodicals, related national organizations, community newspapers, and selected colleges and universities as determined by the Office of Human Resources. In addition, job announcements will be emailed to all MPS sites.

b. After the published deadline, no additional applications will be accepted; however, the Department of Human Resources will have the discretion to extend the posting period or to reopen the application process if it determines that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunity and affirmative action.

##### 2. Submission of Applications

Any individual interested in being considered for an advertised principal vacancy must complete and submit an official application form, along with any other information, as determined by the Administration, which will establish the individual's eligibility as a principal candidate for the specifically advertised vacancy. Applications submitted after the advertised application deadline will not be considered. At the conclusion of the selection process, applications of unsuccessful candidates will be archived. A separate application must be submitted for each vacancy.

### 3. Screening of Applications

a. The Division of Certified Staffing in the Office of Human Resources will conduct an initial screening to determine if the applicants meet the following minimum qualifications. In order to be considered, applicants must provide evidence of their qualifications.

(i) an earned master's degree;

(ii) a Wisconsin principal's license at the time of appointment;

(iii) five years' successful professional education experience (including a minimum of three years' teaching experience);

(iv) at least one (1) year of successful school administrative/supervisory experience in a K-12 setting; or successful completion of a district-approved resident assistant principal program.

(v) satisfactory performance evaluations for the past three years;

(vi) three letters of recommendation (not more than one year old) for the position of principal, one of which must be from school administrators or district-level administrators. Each letter must be signed by its author;

b. The Office of Human Resources will also verify the professional training and official transcripts from issuing institutions and conduct reference checks of all eligible candidates for principal vacancies.

#### 4. School Interview Panel

a. When a principal vacancy exists at a school, a School Interview Panel will be created for the purpose of interviewing eligible candidates. The school engagement council's chair (excluding any administrative applicants), consistent with the Boards' commitment to having school constituencies elect their own representatives to the school interview panel, will act as the contact person for each constituent group listed below regarding its individual elections for representation on the School Interview Panel. The school engagement council's chair will forward the names of the elected members of the School Interview Panel to the Office of Human Resources. The panels must be representative with regard to race and gender.

b. The School Interview Panel must consist of the following members:

(i) two regular education teachers, chosen by an election conducted by the MTEA building representatives;

(ii) one to two certificated special education employee(s) (special education teacher, psychologist, OT/PT, social worker, etc.) chosen by an election conducted by the MTEA building representatives;

(iii) one administrator (principal coach, retired principal, assistant principal from school with a minimum of five (5) years of successful experience);

(iv) one to two classified staff member(s) (secretary, engineer, educational assistant, Children's Health Assistant, building service helper, etc.), chosen by an election conducted by the MTEA building representatives;

(v) two parents from the school (not employed by the school), as chosen by the parent organization;

(vi) one school engagement council member (not an MPS employee), as chosen by the engagement council.

c. If a school does not have a functioning school engagement council as prescribed by administrative policy and procedure, then the panel members of groups (5)(b)(i-vi) above shall select a member of the community to serve on the panel.

d. Each interview panel shall receive training in proper interview techniques. The Administrative Law Specialist/EEO Compliance Supervisor shall oversee such training. The Employment Compliance Officer shall ensure that the interview process is conducted in a fair and valid manner, consistent with generally accepted personnel practices. A staffing specialist from the Department of Talent Management will assist the Interview Panel during the actual interviews.

e. The School Interview Panel shall choose finalists to be interviewed from the list submitted to the Panel by the Superintendent's Review Committee. The Interview Panel will recommend three (3) of the finalists interviewed (in rank order) to advance to the second round of interviews with the Superintendent or his/her designees or will put forth no recommendation for the purpose of reposting the position. The Panel will also include a listing of each finalist's strengths and weaknesses related to the school's particular needs and its Educational Plan and will provide a rationale for why their top selection is the best fit for the school community.

## 5. Final Selection Process

a. Upon presentation of the three (3) finalists by the School Interview Panel, the Superintendent will either:

(i) select one candidate from the list of finalists and recommend this candidate to the appropriate Board committee for appointment; or

(ii) direct his designee(s) to conduct a second round of interviews with the three finalists recommended by the School Interview Panel. One finalist will be recommended to the Superintendent for appointment; or

(iii) reject the finalist recommended by his designees and direct the Chief of Human Resources to begin a new search.

b. Newly appointed principals will have one (1) year in which to complete the assessment center process. Results from the assessment center will be used to help develop their professional development plans as part of their overall support/evaluation process.

## ADMINISTRATIVE POLICY

### FILLING ASSISTANT PRINCIPAL VACANCIES

#### (a) DECLARATION OF A VACANCY

1. When an assistant principal position is vacated or newly created, the Superintendent or designee will determine if the position is to be declared a vacancy. The Superintendent will have the authority to temporarily assign or nominate for appointment an individual to fill a principal vacancy, for a period of no more than one semester. If the vacancy occurs during semester one and a suitable applicant cannot be found the underfill can continue until the end of the school year. promote or reassign a current administrator, in lieu of posting the vacancy, for the following reasons:

- a. the best interests of the district
- b. organizational needs
- c. specialized requirements of the position

2. The Superintendent may also consider the principal's request to post the position as a T/AP experience prior to its posting as a vacancy.

#### (b) ADVERTISING ASSISTANT PRINCIPAL VACANCIES

1. The Office of Human Resources will advertise all assistant principal vacancies. Advertisements for assistant principal vacancies will be placed on the MPS, the DPI, WECAN website/portal. In addition, job announcements will be e-mailed to all MPS sites and the Administrators.

2. The Office of Human Resources will have the discretion to extend the posting period or to reopen the application process if it is determined that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunity and affirmative action.

#### (c) SUBMISSION OF APPLICATIONS

Any individual interested in being considered for an advertised assistant principal vacancy must complete and submit an official application form furnished by the district, along with a current resume. Applications submitted after the posted application deadline will not be accepted.

#### (d) SCREENING OF APPLICATIONS

1. The initial screening of all applications will be conducted by the Office of Human Resources to determine if the applicants meet the minimum qualifications. All applicants must meet the minimum qualifications as defined below to be considered for the position:

- a. an earned master's degree;
- b. eligibility for a Wisconsin principal's license within two years;
- c. three years' successful teaching experience) as a fully certified teacher (guidance counselor, social worker, etc.);
- d. three letters of recommendation for the position of assistant principal, not more than one year old, one of which must be from school administrators or district-level administrators;
- e. successful experience as an MPS T/AP, Central Services administrator/supervisor, or current assistant principal or acceptance into a district-approved resident assistant principal program.

2. During the initial screening process, the Office of Human Resources will:

- a. review the available information on applicants and determine which applicants meet the minimum qualifications;
- b. check references for satisfactory prior experience and length of service;
- c. verify the professional training and official transcripts from issuing institutions;
- d. notify qualified applicants to complete the Principal Insight interview.

#### (e) INTERVIEW PROCESS

1. When an assistant principal vacancy exists, a school committee will serve as the interview panel. The school engagement council's chair (excluding any administrative applicants) will be responsible for contacting each constituent group to determine who will serve on the interview panel. All interview panels must be representative with regard to race and gender.

2. The school committee shall be comprised of two teachers, a classified staff representative (e.g., para-professionals, educational assistants, secretary, engineer), a parent, a school engagement council member (non-MPS employee), elected by its representative group, and an administrator (a principal coach, assistant principal, curriculum generalist, etc.) selected by the Office of Human Resources. All committee members shall be elected using a democratic process with the exception of the administrator.

3. All committee members shall receive training in proper interview techniques. Such training shall be conducted by a representative of the Office of Human Resources.

(f) FINAL SELECTION PROCESS

1. After the interviews have been conducted, the interview panel will recommend to the principal three of the finalists interviewed in rank order and with rationale or will put forth no recommendation for the purpose of reposting the position.

2. The principal will conduct second interviews. The principal may recommend a candidate to the Superintendent for appointment or reject the finalists chosen by the interview panel and request that the position be reposted.

3. The Superintendent may recommend the candidate to the appropriate Board committee for appointment, reject the finalist recommended to the principal, or request that the position be reposted.