**MNPS Principal Selection Process Quick Reference Guide**

**Purpose:** To select effective school-based leaders with the capacity to improve schools

**Beliefs & Values:**
- We believe that leadership is a primary lever for school change and improvement.
- We believe that high quality leadership is challenging; thus the process to select new leaders should be rigorous.
- We believe that in order to improve leadership quality, selection must bear equal weight to leadership development.
- We believe that school communities know what leadership is needed, thus we value the input of multiple stakeholders and the significant role they should play in selecting their leaders.
- We value a robust, clear and transparent process.

**Minimum Requirements:**
- Master’s Degree
- ILL-B or ILL-P TN Administrative License (current w/ the completion of the Praxis); External candidates with administrator licensure will be reviewed for eligibility.
- Six full years of certificated experience (inclusive of minimum of two years of leadership experience)
- Two years of Assistant Principal or comparable experience.

<table>
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<th>Interview Selection Process</th>
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<tr>
<td><strong>Phase</strong></td>
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| **Phase One: Candidate Survey** | - Candidates are scored and those that meet the cut score advance | - HR – Organizational Development  
- HR Business Partners |
| **Phase Two: Case Study** | - Scoring is done by two blind screeners  
- Candidates are listed in score order and the top 4-6 candidates advance | - HR – Organizational Development  
- HR Partners  
- Select Principals  
- Central Office Staff |
| **Phase Three: District-based Panel Interview & Portfolio Review** | - Candidates are scored and top 2-3 candidates advance | - Community Superintendents  
- Executive Officer of Priority Schools  
- Executive Officer of Organizational Development  
- Chief of Schools |
| **Phase Four: School-based Interview – Portfolio Review, Presentation, Role Play, Reflection** | - Rubrics used for presentation, role play, and reflection & feedback  
- Candidates are scored and top 1-2 advance | - Panel is collaboratively selected by EDSSI and identified school staff  
- School-based staff  
- Parent(s)  
- Student (High and Middle upper grades)  
- Community Member(s) |
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<tr>
<th>Phase Five: Reference Check</th>
<th>- Central Office Staff (EDSSI, select others)</th>
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<tr>
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<td>- HR – Organizational Development</td>
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<td>- Community Superintendents</td>
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<td>- Chief of Schools</td>
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<td>Phase Six: Directors Interview</td>
<td>- Director of Schools determines questions and criteria and makes selection</td>
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<td>- Director of Schools</td>
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## Key Elements:
- Aligned to well defined criteria and competencies
- Multiple stakeholder input
- Multi-prong evaluation of candidates including performance tasks and measures
- Broadly inclusive of candidates portfolio of work
- Values the voice of school-based stakeholders

## Frequently Ask Questions

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<th>FAQ's</th>
<th>Response</th>
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| Where does a current principal in good standing enter the process if he/she is interested in leading in a new school? Note: Good standing entails LOE scores of 3 or higher and recommendations from their EDSSI and Community Superintendent. | A seated principal in good standing enters the process in phase four for the school-based interview. In good standing includes:  
  - A recommendation from Community Superintendent  
  - TEAM evaluation of three or higher  
  - Satisfactory Fall Panorama data |
| Is a candidate profile being constructed throughout the process for consideration of fit for other positions? | Yes. Candidate scores from phases 1-3 will be kept for consideration of future positions. Candidates who have completed phases 1-3 successfully, if selected to advance, can interview for other positions entering the process at phase 4 |
| How should we differentiate for out-of-town candidates? | If necessary, phase three can happen via Skype and phase four will happen in person unless there are significant extenuating circumstances |
| Will we engage an interim for a single candidate interview? If so, what is the criteria for a single candidate interview? Note: This applies to candidates placed after July 1, 2019. | No. We will not engage candidates in a single candidate interview, however interim principals may enter the process at phase 4 with the following information:  
  - A recommendation from Community Superintendent  
  - TEAM evaluation of three or higher from 1st semester  
  - Satisfactory Fall Panorama data  
  - Other site-based stakeholder feedback data  
  - Minimum of 5 months in the position |
<p>| What is the deadline for principal selection before seating an interim? | July 1st |
| How will emotional intelligence and soft skills be assessed? | Evidence of emotional intelligence and soft skills will be built into the rubrics |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<td>Once you have successfully advanced through phases 1-3 how long (# years) do you get to skip directly to phase 4?</td>
<td>Two hiring seasons</td>
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| How will feedback be provided to the candidates?                         | • A standard letter will be provided to candidates who do not advance to phase three informing them that they are not moving forward  
• Feedback from phases three and four will be standardized with interview teams identifying candidate strengths and growth opportunities aligned to competencies  
• Feedback will be sent directly to the candidates with the stated purpose of the feedback and a recommendation to process with a trusted mentor |