



Administrative Regulation 2111.2 Principal / Assistant Principal Selection

Responsible Office: Office of Human Resources

REGULATION

1. Principal Selection Process

- a. The Office of Human Resources will solicit members for two (2) committees: a screening committee and an interview committee. Committee members will represent administrators, teachers, classified employees, parents and community members. Members will make a two-year commitment to the committees. The Office of Human Resources will thoroughly train the committees in effective, legal screening and interviewing methods.
 - i. When a vacancy occurs at a school, the position opening is announced.
 - ii. The Department of School Performance facilitates a review of the specific criteria for that building. This includes soliciting input from the community, parents, staff and students. The Superintendent will ask Board members to suggest required skills and attributes.
 - iii. Simultaneously, a transfer notice will be posted. After any transfers, and one subsequent iteration of the transfer process, the resulting specific vacancy is determined.
 - iv. The Office of Human Resources screens applicants' qualifications to determine eligibility, verifies previous employment and completes reference checks.
 - v. Qualified applicants' materials are evaluated by a screening committee, consisting of:
 1. One Area Superintendent from the Department of School Performance, who will chair the committee
 2. One other administrator
 3. The Director II – Equity and Diversity
 4. One (1) teacher
 5. One Human Resources representative

The purpose of the screening committee is to identify applicants whose experience, education, assignments and leadership roles predict potential success as principals. The screening committee is responsible for passing a sufficient number of the applicants with the highest potential on to the interview committee, considering the number of vacancies to be filled. Applicants rejected at this level will be those who demonstrate on paper the least likelihood of success as principals.

- vi. Applicants who successfully pass the screening are scheduled for interviews. The interview committee will consist of the Superintendent and an Area Superintendent from the Department of School Performance. The Performance Directors from the Department of School Performance may also participate in the interviews. All candidates may be rejected. The Superintendent will recommend for interview with the site-specific interview committees, candidates to be considered as principals with WCSD.
- vii. Applicants who are recommended by the Superintendent will be scheduled for interviews. The interview committee will consist of:
 1. The Superintendent's designee, who will chair the committee
 2. One principal at the level of the opening
 3. One additional administrator
 4. Three teachers
 5. Two classified employees
 6. Three parents, at least two from the site which has the vacancy
 7. One community member or business representative

The purpose of the interview committee is to rate candidates on their performance, considering their interview responses, experience and education. The committee will identify a group of one or more finalists with the understanding that all committee members will support any one of these finalists as a principal.

- viii. Finalists are recommended to the Superintendent for consideration.
- ix. The candidate selected by the Superintendent is formally introduced to the Board of Trustees for ratification.

2. Assistant Principal Selection Process

- a. The Office of Human Resources will solicit members for two committees: a screening committee and an interview committee. Committee members will represent administrators, teachers, classified employees, parents and community members. The Office of Human Resources will thoroughly train the committees in effective, legal screening and interviewing methods.
 - i. When a vacancy occurs at a school, a generic position opening is announced.
 - ii. An Area Superintendent from the Department of School Performance will facilitate a review of the specific criteria for that building. This includes soliciting input from the community, parents, staff and students.
 - iii. Simultaneously, a transfer notice will be posted. After any transfers, and one subsequent iteration of the transfer process, the resulting vacancy is determined.
 - iv. The Office of Human Resources screens applicants' qualifications to determine eligibility, verifies previous employment and completes reference checks.
 - v. Qualified applicants' materials are evaluated by a screening committee, consisting of:
 - 1. One principal at the level of the opening
 - 2. One other administrator
 - 3. The Director II – Equity and Diversity
 - 4. One teacher
 - 5. One classified employee

The purpose of the screening committee is to identify applicants whose experience, education, assignments and leadership roles predict potential success as assistance principals. The screening committee is responsible for passing a sufficient number of the applicants with the highest potential on to the interview committee, considering the number of vacancies to be filled. Applicants rejected at this level will be those who demonstrate on paper the least likelihood of success as assistant principals.

- vi. Applicants who successfully pass the screening are scheduled for interviews. The interview committee will consist of:
 - 1. The Area Superintendent and/or Performance Director from the Department of School Performance (optional)
 - 2. The building principal
 - 3. One teacher
 - 4. One classified employee
 - 5. One parent

The purpose of the interview committee is to rate candidates on their performance, considering their interview responses, experience and education. The committee will identify a group of finalists, with the understanding that all committee members will support any one of these finalists as an assistant principal.

- vii. The Area Superintendent from the Department of School Performance and building principal will consider the input of the other interview committee members and make a recommendation to the Superintendent.
- viii. The candidate approved by the Superintendent is recommended to the Board of Trustees for appointment.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:

- a. Goal 2, Recruit and Support Highly Effective Personnel
2. The following Board Policies, Administrative Regulations and Administrative Procedures align with this regulation:
 - a. Administrative Regulation 2111, Administrative Recruitment and Selection
 - b. Administrative Regulation 2112.1, Evaluation of Administrators
 - c. Board Policy 4110, Recruitment and Selection of Personnel
 - d. Board Policy / Administrative Regulation 4111, Equal Opportunity in Employment
 - e. Board Policy / Administrative Regulation 4112, Appointment of Certificated (Licensed) Personnel
 - f. Board Policy / Administrative Regulation 4112.1, Certification
 3. This regulation aligns with the Collective Bargaining Agreement between the District and the Washoe School Principals' Association.
 4. This regulation complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees
 5. This policy complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.

REGULATION HISTORY

Date	Revision	Modification
11/26/1991	1.0	Adopted
3/9/1993 10/28/1997 2/22/2000 4/10/2001 3/9/2004	2.0	Revisions