

About This Document

The purpose of this document is to provide an overview of the timeline and process for selecting a permanent principal at Chase Street Elementary School.

Interview Process/Timeline (subject to change)

1. Job posted: 2/19/20 – 4/19/20
2. Applicants screened by HR: 4/20/20
3. Staff/Community meetings: 4/20/20
4. Survey Open for Staff/Community: 4/21/20 – 4/26/20
5. Staff/Community Committee Applications Due: 3/31/20 at 12:00 p.m.
6. LSGT to Notify Additional Members: by 4/6/20
7. School Interview Committee Screens Qualified Applicants: 5/4/20
8. Date for Round 1 Interviews: 5/8/20
9. LSGT Recommends Candidates to Proceed to 2nd Round Interviews

Candidate Qualifications

- Valid Georgia Leadership Certification
 - Minimum of two years' experience as an Assistant Principal
 - Minimum of three years of classroom experience
 - Demonstrated experience in comprehensive school improvement – Leadership/Performance Standards. Every child in every community deserves excellent, effective principals, and assistant principals. Georgia developed the Leader Keys Effectiveness System (LKES) to provide leaders with more meaningful feedback and support so they can achieve the goal of increasing the effective teaching practices of teachers and increasing academic learning and achievement for all students. We believe students have the greatest chance to succeed when teachers receive support from highly effective and knowledgeable school leaders. Ongoing feedback and targeted professional development help leaders meet the changing needs of their schools. We believe LKES provides leaders with meaningful information about how their practice impacts teacher performance and student learning. The eight leadership standards are key to school and teacher effectiveness (Georgia Department of Education-Teacher and Leader Support and Development Division).
1. Performance-Based Instructional Leadership
 2. Instructional Environment and Relationship Development
 3. Curriculum and Planning
 4. Managing Operations
 5. Human Capital and Talent Management
 6. Personnel Evaluations
 7. Professional Learning
 8. Communicating & Engaging Stakeholders

The eight leadership standards are used as criteria to identify the most important components that teachers and community members deem important for the next principal to possess. Following are the four principal evaluation categories:

Leader Assessment on Performance Standards = 30%	Student Growth = 40%	School Climate Star Rating = 10%	Combo of additional data = 20%
Leaders must provide artifacts that support performance indicators (performance indicators provide examples of observable, tangible behaviors for each standard/aligned to BEI).	School Growth	CCRPI	Achievement GAP Reduction College and Career Readiness CCRPI

Round 1 Interview Process

1. Staff/Community Meeting to build an understanding of the process and applicant qualifications
 - a. Exercise: Identify Characteristics of Effective Principals
 - b. Discussion of Eight Leadership Standards (to be used as criteria during the screening process)
 - c. Exercise: Which Standards are Most Important to Your School Community?
 - d. Exercise: Create Interview Questions (to be considered by LSGT Principal Selection Committee)
2. LSGT Principal Selection Committee Formed
3. Conduct Round 1 Interviews to Recommend Viable Candidates to Round 2

Round 2 Interview Process

The Round 2 Interview Team engages each candidate in a Behavioral Event Interview.

What is the Behavioral Event Interview (BEI)?

The BEI is a focused, clinical-type, recorded interview that requires working with a candidate to develop a series of “behavioral events.” The interview is analyzed for evidence of core competencies that align with the leadership standards.

Round 2 Interview Team

- Chief Academic Officer, Brannon Gaskins
- Executive Director of Special Education and Behavior Supports, Heidi Hill
- District Level Curriculum Coordinator
- Coordinator of Behavioral Support
- AVID Coordinator, Joylita Anderson
- Executive Director of Leadership Development, Dr. Rachel Williams
- Chief of Human Resources, Lynn Duke
- Interim Superintendent of Schools, Dr. Xernona Thomas