



OUSD Principal Selection Process

2008-2009

OUSD Principal Selection is a Value-Driven Process

Core Values of Principal Selection

- OUSD is committed to seeking a **diverse pool** of leaders representative of the community as a whole
- Principals are selected using the **OUSD Leadership Competencies** as the basis for determining their readiness to assume site-level leadership
- Local sites (community, staff, students) have **authentic input** at multiple levels and stages of this process, including direct participation of a site-based Principal Selection Committee (PSC)
- District leadership and PSCs work in **partnership** with one another marked by ongoing communication and mutual support
- The District leader overseeing the site process is ultimately responsible for making formal recommendation to Superintendent
- The Superintendent makes the final selection for Board approval
- The principal selection process is **consistent, clearly articulated, and transparent**

Principal Selection Timeline

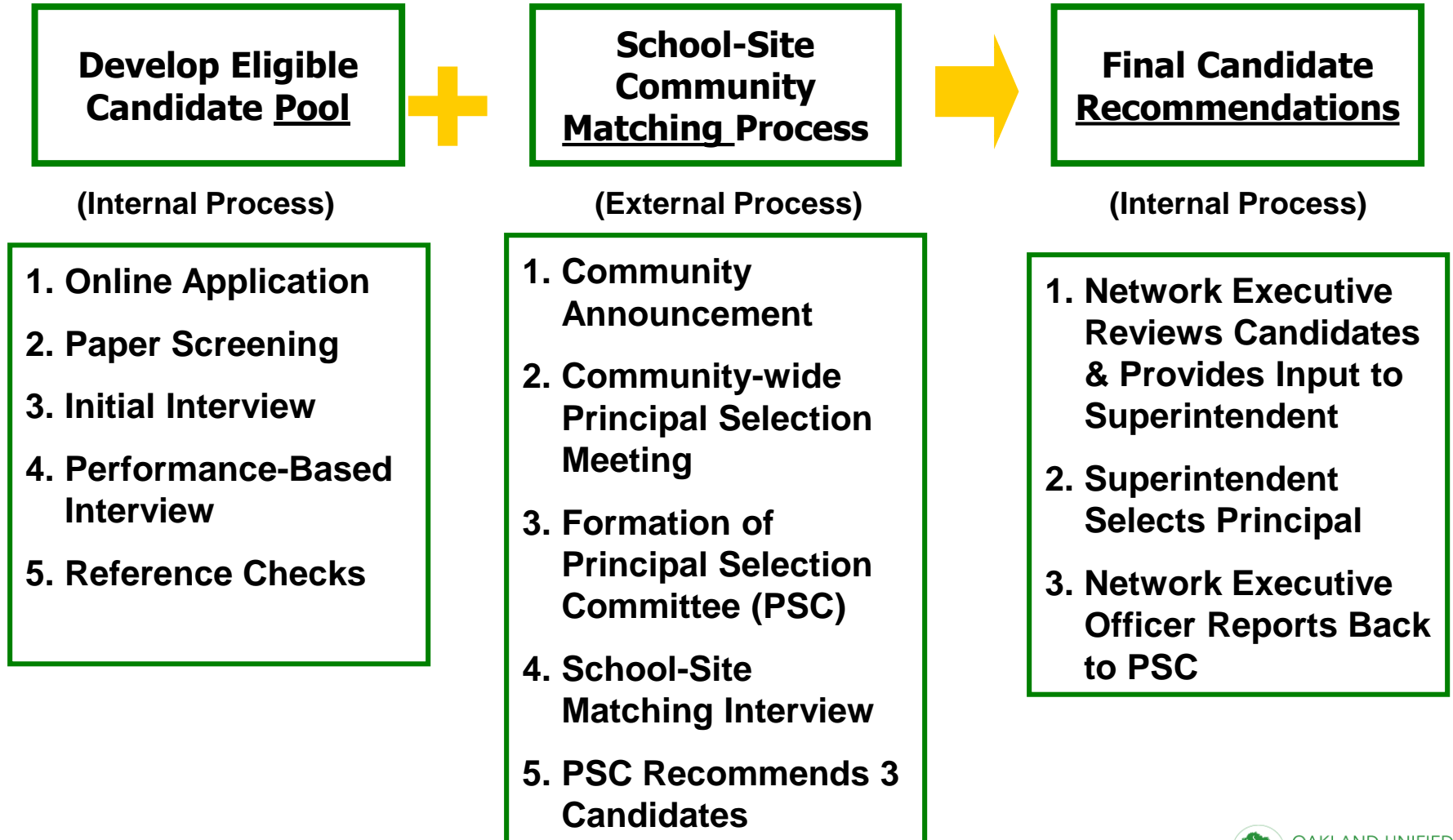
Key Stages of Application Process

- Position Posting/Paper-Screening of Applicants (4 Weeks)
- Initial Interviews (1 Week)
- Performance-Based Interviews (1 Week)
- School-Site Matching Interviews (1 Week)
- NExO Candidate Review & Rec. (1 Week)

Comments

- Applicant timeline can range from 1 to 2 months depending on submission date of online application
- Calendaring in advance is critical to moving as efficiently as possible through the process

Elements of Principal Selection Process



Elements of Principal Selection Process

**Develop Eligible
Candidate Pool**

(Internal Process)



**School-Site
Community
Matching Process**



**Final Candidate
Recommendations**

1. Online Application
2. Paper Screening
3. Initial Interview
4. Performance-Based Interview
5. Reference Checks



Development of Eligible Candidate Pool

1. Online Application Process

- All candidates apply for principal positions through EdJoin website

2. Paper Selection Process

- District Leaders identify candidates with demonstrated readiness for school leadership in OUSD

3. Initial Interview

- District Leaders conduct 1-on-1 interviews with candidates to better understand candidate's preparation and potential to assume school leadership

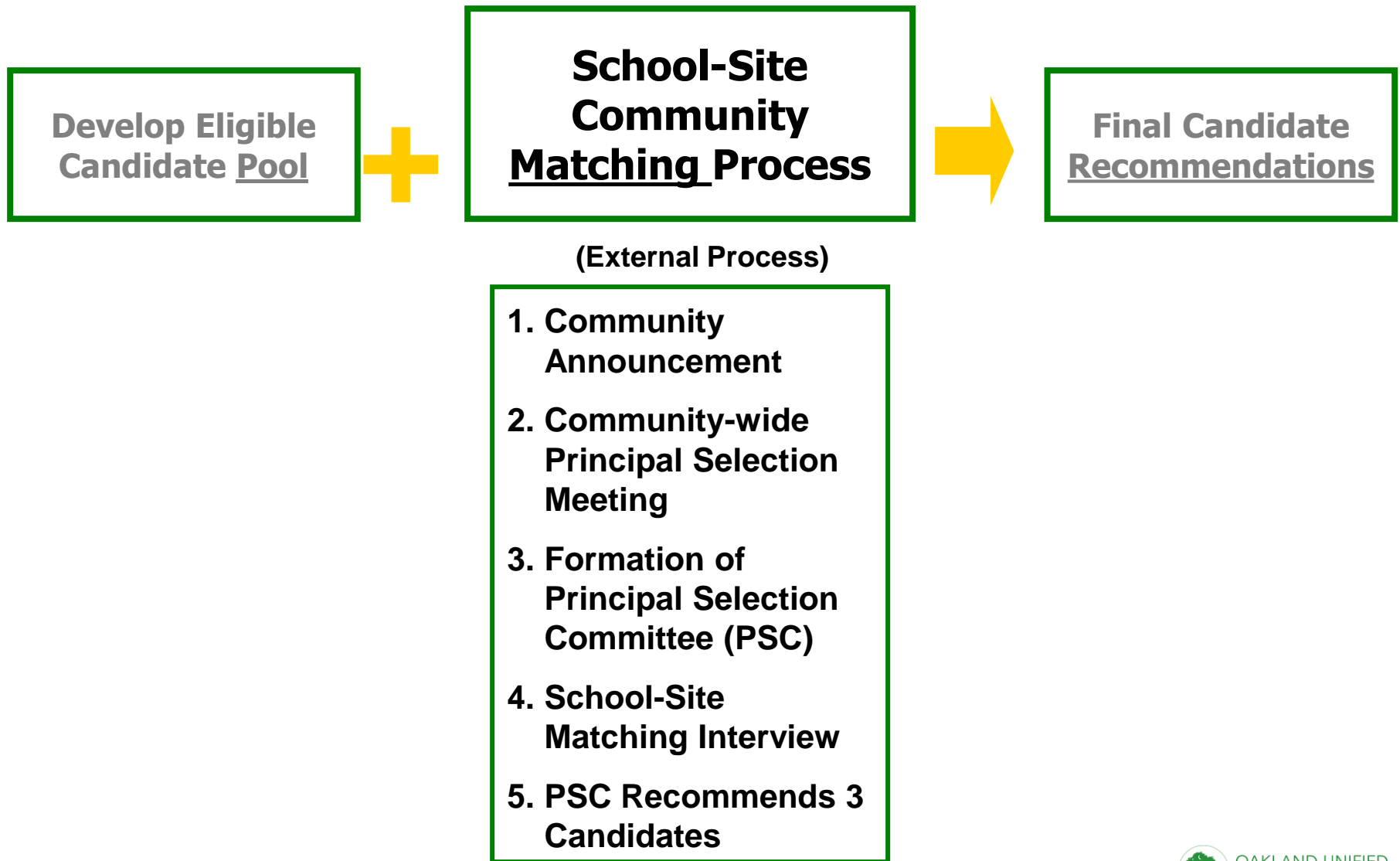
4. Performance-Based Interview

- Candidates participate in multiple panel interviews to demonstrate skills and aptitude for school leadership in OUSD

5. Initial Reference Checks

- Preliminary reference checks conducted before candidate enters the eligible candidate pool

Elements of Principal Selection Process



School-Site Matching Interview Process

1. Community Announcement

- District Leader will send a letter to the entire school community announcing the opening and providing information regarding the upcoming community meeting

2. School Site Community Meeting

- District Leader responsible for school site will organize community-wide meeting to discuss principal vacancy and to identify desired characteristics for next principal

3. Formation of Principal Selection Committee (PSC)

- All community constituents will be invited to elect representatives to join PSC.
- PSC should consist of 4 parents, 3 teachers, 2 classified employees, 1 active or retired OUSD administrator, 1 community representative, and 2 students (at secondary level)
- PSC members will be provided with training from the District and will conduct interviews with desired candidates from the eligible candidate pool

School-Site Matching Interview Process

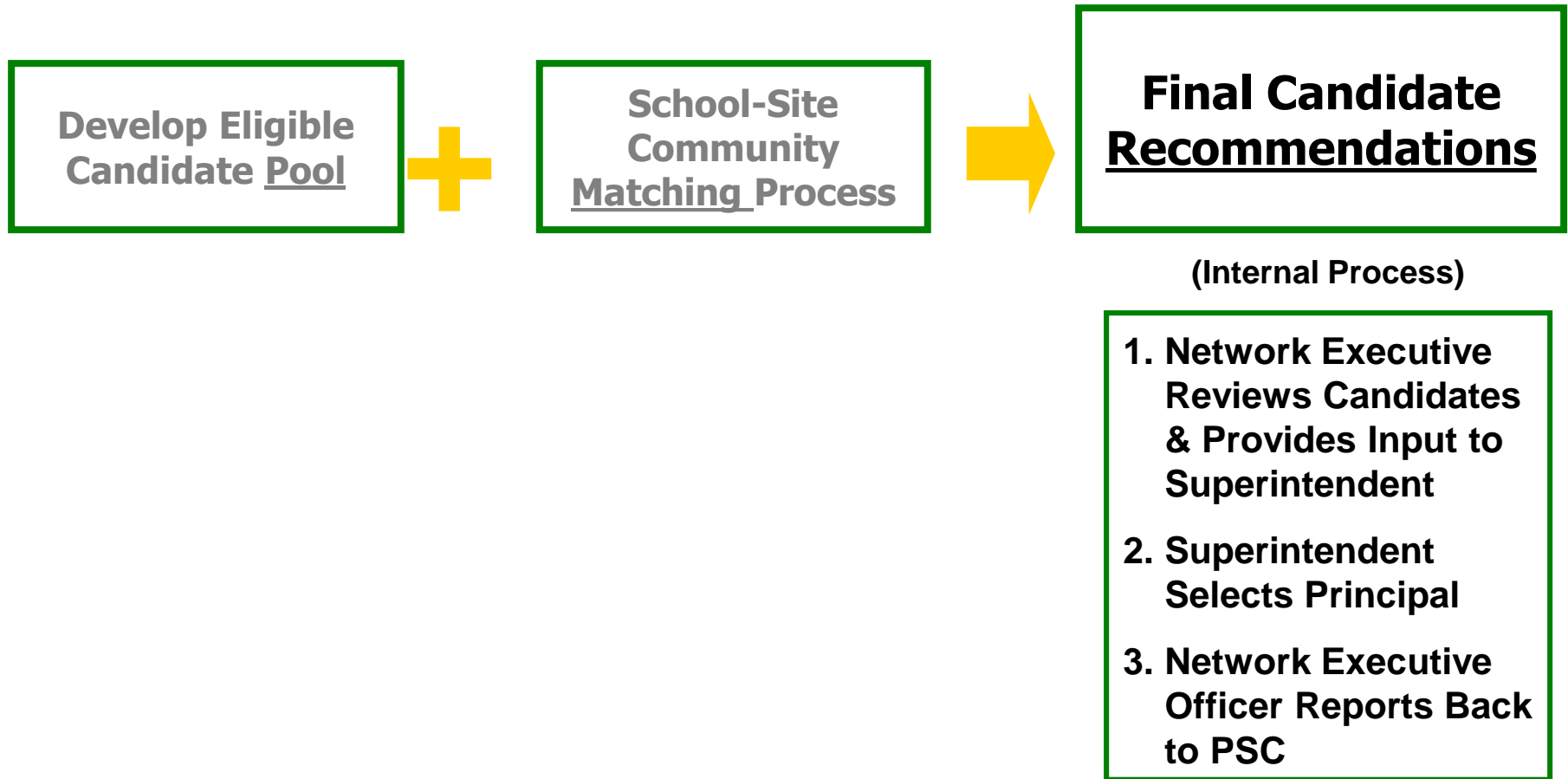
3. School-Site Matching Interviews

- PSC will develop list of relevant interview questions for HR approval
- PSC will review eligible candidate materials and select candidates to interview
- PSC will interview all strong candidates for the principal position

4. Community Recommendation of 3 Candidates

- PSC will recommend 3 unranked candidates to the District Leader responsible for the school site

Elements of Principal Selection Process



Final Candidate Recommendation

1. NExO Reviews Candidates & Provides Input to Superintendent

- NExO will conduct final reference checks and final one-on-one interviews, if necessary

2. Superintendent Selects Principal

- Superintendent presents selection to Board for ratification

3. NExO Reports Back to PSC

- NExO will update PSC on progress and Superintendent's selection

Conclusions

OUSD's Principal Selection Process Ensures that:

- New principals have demonstrated the skills and characteristics necessary to be a successful principal in OUSD
- School-site communities select final candidates they believe will be a good match for their sites based on formal and informal community input