

SUMMARY OF RECOMMENDED CHANGES

DATE: MARCH 2006

POLICY #: 4002.14

POLICY TITLE: Selection, Appointment and Development of School-Based Managerial Personnel

Page (Item)	Recommended Change/Addition/Deletion	Rationale
Definitions	Delete: (See Policy 4002.11)	
4002.14	Delete: Division of Human Resources Change: Non-Instructional Staffing	Change in department name
Rule 2	Add: <u>persons who are involved in, or, who have completed the LEAD program and/or the principal intern program along with out of district qualified assistant principal and principal applicants</u>	Compliance with actual procedures.
Rule 2	Delete: <u>be mailed</u> Change: <u>receive</u>	Compliance with actual procedures.
Rule 2	Delete: <u>said</u> Change: <u>the</u>	Grammatical change
Rule 2	Delete: <u>and shall post it,</u>	Compliance with current practice
Rule 2	Delete: <u>During the summer months,</u> Change: <u>All vacancy</u>	Compliance with actual procedures.
Rule 2	Delete: <u>and advertised in local newspapers.</u>	Compliance with actual procedures.
Rule 2	Delete: <u>Principal eligibility lists made up of those who have completed the principal internship shall be maintained and shall include the names of employees who have successfully completed the Principal Intern Program.</u>	Compliance with current procedures.
Rule 3	Add: <u>either completion or participation in</u>	Compliance with current procedures.
Rule 4a	Add: <u>shall be involved in or have completed appropriate training program(s) as noted above and</u>	Compliance with current procedures.
Rule 3a	Delete: <u>and have a completed portfolio on file with the Division of Human</u>	Compliance with current practices.

	<p>Resources Change: <u>outlined in the vacancy posting by the Department of Non-Instructional Staffing.</u></p>	
Rule 3b	<p>Delete: an employee newly appointed as an assistant principal Change: <u>a newly appointed assistant principal be board-approved</u></p>	Compliance with current practice.
Rule 3b	<p>Delete: shall Change: <u>can</u></p>	Grammatical change
Rule 3b	<p>Delete: The Change: <u>This</u></p>	Grammatical change
Rule 3c	<p>Delete: successfully completed the required internship prior to being Board approved Change: <u>completed the LEAD or comparable training program, and be a participant in, or have completed, the Intern Principal program, or a similar leadership training program in another district/state, or serve as a current principal.</u></p>	Compliance with current practices.
Rule 3c	<p>Delete: This provision may only be waived for an out-of-county applicant with principal experience or in other special circumstances as determined by the Superintendent. For example, there may be an exceptionally talented assistant principal as identified by his/her principal, Area Superintendent, Associate Superintendent for Human Resources, and the Superintendent of Schools. In such cases, the employee shall be appointed in an interim capacity until successful completion of the appropriate interim inservice program, after which the employee shall be confirmed and notified of his/her status as principal without further Board action</p>	Compliance with current practices.
Rule 3d	<p>Add: <u>The Intern Principal program assists the Board in identifying and training potential administrators. Applicants to the program shall be open to all who qualify with regard to administrative training programs. Such service shall count toward their regularly accrued credit for the position they held prior to entering the Intern Principal program. Compensation of interns shall be based on their regular salary as an Assistant Principal or district level employee.</u></p>	Compliance with current practices.
Rule 4	<p>Delete: seven (7) days Change: <u>four (4) days.</u></p>	Compliance with current practices.
Rule 5b	<p>Add: <u>an equivalent district level position</u></p>	Compliance with current practices.
Rule 5a, 5d, 5e, 5f	<p>Reorder: from Principal Intern to Intern Principal</p>	Grammatical change
Rule 5c	<p>Delete: will complete the Principal Intern Application process and have served for a minimum of three (3) years as an assistant principal or an equivalent district level position and Add: <u>must</u></p>	Compliance with current practices.

Rule 5c	Delete: past Add: <u>last</u>	Grammatical change
Rule 5c	Delete: Applications will be maintained in the Division of Human Resources until the individual is appointed to a permanent principal position. Applicants may update their applications once per year. In order to be considered as a candidate for various school levels of principalship within the Principal Intern Program, individuals will submit a letter memo of intent for each advertised position for which they wish to be considered. The application process will take place a minimum of one time per year with participants entering the program as a group. Individuals will not be added once the program has begun.	Compliance with current practices.
Rule 5d	Add: <u>Applications will be maintained in Non-Instructional Staffing until the individual is appointed to a permanent principal position. Applicants may update their applications once per year.</u>	Compliance with current practices.
Rule 5e	Add: <u>The application process will take place a minimum of one time per year with participants entering the program as a group. Individuals will not be added once the program has begun.</u>	Compliance with current practices.
Rule 5f	Reorder: intern	Grammatical change
Rule 5f	Add: <u>who will make the final recommendation for appointment to the Board.</u>	Compliance with current practices
Rule 5e (old)	Delete: All qualified applicants for the Principal Intern Program will be screened by a process established by the Superintendent who will make the final recommendation for appointment to the Board.	Compliance with current practices
Rule 5g (new)	Change from 5f to 5g	
Rule 5g (new)	Delete: , a district level administrator as appointed by the Superintendent	Compliance with current practices
Rule 5g (new)	Reorder: Intern	Grammatical Change
Rule 5h (new)	Change from 5g to 5h	
Rule 5h (new)	Reorder: Intern	Grammatical Change
Rule 5i (new)	Change from 5h to 5i	
Rule 5i (new)	Reorder: Intern	Grammatical change
Rule 8	Delete: Criteria Objectivity. For each position vacancy, the Personnel Office shall establish designated criteria including, but not limited to, a job site analysis, a review of the past job performance, demonstration of mastery of the state identified competencies and dimensions, etc.	Compliance with current practices
Rule 8 (new)	Change from 9 to 8	
Rule 8 (new)	Delete: Specific School Based Managerial Positions Add: <u>Assistant Principal Pool and Intern Principal;</u>	Clarification of position
Rule 8a (new)	Delete: and shall include a representative from the Division of Human Resources, an Area Director, a Superintendent's designee (staff from another area or principal at same level).	Compliance with current practices

Rule 8a (new)	Delete: superior for a specific vacancy or who is an applicant for the specific vacancy Add: <u>supervisor of an applicant</u>	Compliance with current practices
Rule 8a (new)	Delete: vacancy Add: <u>screening committee</u>	Compliance with current practices
Rule 8a (new)	Delete: of the same position Add: <u>process the</u>	Grammatical change
Rule 8a (new)	Delete: rating behavior on the evaluation form Add: <u>resume rating</u>	Compliance with current practices
Rule 8b; 8c (old)	Delete: The vacancy screening committee shall be instructed by the Associate Superintendent for Human Resources as to the forms and process to be used in rating the applicants from the appropriate eligibility list. The committee members shall independently rate, on the instrument supplied by the Personnel Office, all applicants from the list. The data developed as a result of the Administrative Screening Process and the applicants' resume will also be used as a basis for screening and data gathering. Based upon the results of the screening process, the Associate Superintendent for Human Resources will identify a minimum of three to eight most qualified applicants to be interviewed. When there are fewer than three (3) qualified applicants, the Committee will recommend all those that are qualified.	Compliance with current practices
Rule 8b (new)	Add: The interview phase of the selection process will be conducted by school-based administrators who will be trained in the use of the interview rating instrument.	Compliance with current practices
Rule 8c (new)	Delete: but are not considered public records.	Compliance with current practices
Rule 9	Change to Rule 8	
Rule 8(new)	Delete: Specific School-Based Managerial Positions Add: <u>Assistant Principal Pool and Intern Principal:</u>	Compliance with current practices
Rule 8a (new)	Delete: and shall include a representative from the Division of Human Resources, an Area Director, a Superintendent's designee (staff from another area or principal at same level).	Compliance with current practices
Rule 8a (new)	Delete: superior for a specific vacancy or who is an applicant for the specific vacancy Add: <u>supervisor of an applicant</u>	Compliance with current practices
Rule 8a (new)	Delete: rating behavior on the evaluation form Add: <u>resume rating</u>	Compliance with current practices
Rule 8b; 8c	Delete: b. The vacancy screening committee shall be instructed by the Associate	Compliance with current practices

(old)	<p>Superintendent for Human Resources as to the forms and process to be used in rating the applicants from the appropriate eligibility list. The committee members shall independently rate, on the instrument supplied by the Personnel Office, all applicants from the list. The data developed as a result of the Administrative Screening Process and the applicants' resume will also be used as a basis for screening and data gathering.</p> <p>e. Based upon the results of the screening process, the Associate Superintendent for Human Resources will identify a minimum of three to eight most qualified applicants to be interviewed. When there are fewer than three (3) qualified applicants, the Committee will recommend all those that are qualified.</p>	
Rule 8b (new)	Add: The interview phase of the selection process will be conducted by school-based administrators who will be trained in the use of the interview rating instrument.	Compliance with current practices
Rule 8c (new)	Add: candidate but are not considered public records.	Compliance with current practices
Rule 10	Change to Rule 9	
Rule 9 (new)	<p>Delete: Interview Committee for Specific School Based Managerial Positions—Principals—</p> <p>Add: <u>Screening and Selection of School-Based Managerial Positions – Assistant Principal:</u></p>	Compliance with current practices
Rule 9 a – h (new)	<p>Add:</p> <ul style="list-style-type: none"> a. <u>Vacancies for Assistant Principal positions are posted on the internet and electronically transmitted to the individual school sites to inform qualified candidates of the opening. Those qualified candidates who wish to be considered for a lateral transfer must submit an application packet to Non-Instructional Staffing by the deadline of the posted vacancy.</u> b. <u>Applications of those who wish to be considered for a position are reviewed by the Non-Instructional Staffing Staff to determine qualification.</u> c. <u>Names of qualified applicants will be submitted to the principal with the vacancy who will review the applicants' memos of intent and resumes.</u> d. <u>The principal with the vacancy will submit a list consisting of a minimum of six (6) candidates to be interviewed to Non-Instructional Staffing. This</u> 	Compliance with current practices

	<p><u>list of candidates is to reflect the District's diverse population.</u></p> <p>e. <u>Interviews will be conducted by an interview panel of at least three (3) members. The panel should consist of the principal with the vacancy, the area director of the school, and a representative of Non-Instructional Staffing or designee and must reflect the District's diverse population.</u></p> <p>f. <u>The interview shall be at least 20 minutes in length and consist of a minimum of four (4) behavioral questions. All candidates are to be asked the same questions. Interview scores will be maintained on a score sheet provided by Non-Instructional Staffing and maintained for a minimum of three (3) years.</u></p> <p>g. <u>The top candidate from these interviews shall be presented to the Area Superintendent who will make a recommendation to the Superintendent.</u></p> <p>h. <u>The Superintendent will make the final recommendation to the Board.</u></p>	
Rule 10 (new)	<p>Add: <u>Screening and Selection of School-Based Managerial Positions – Principal:</u></p> <p>a. <u>Each applicant must submit a site specific memo of intent for the open principal position.</u></p> <p>b. <u>The area director, principal or the immediate supervisor of the applicant will complete a Site Specific Leadership Profile for each candidate making application. The Site Specific Profile will be approved by the Area Superintendent before submission to Non-Instructional Staffing.</u></p>	Compliance with current practices
Rule 12	Add: <u>in the selection process</u>	Grammatical phrasing
Rule 12	<p>Delete: <u>the Associate Superintendent for Human Resources</u></p> <p>Add: <u>to the Director of Non-Instructional Staffing.</u></p>	Change in protocol
Authority	Change Florida Statutes to reflect current Statutes.	Change in legislative naming.