

4002.14

SELECTION, AND APPOINTMENT AND PROFESSIONAL DEVELOPMENT OF SCHOOL-BASED ADMINISTRATORS MANAGERIAL PERSONNEL

THE PRINCIPLES AND PROCEDURES ESTABLISHED BY THIS POLICY PROVIDE A SYSTEMATIC METHOD OF IDENTIFYING EDUCATORS WHO POSSESS THE NECESSARY PERSONAL AND PROFESSIONAL ATTRIBUTES TO BECOME OUTSTANDING ADMINISTRATORS, ~~IN THE PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN BROWARD COUNTY. THE ADMINISTRATIVE UNITS COVERED BY THIS POLICY INCLUDE ELEMENTARY, MIDDLE, HIGH AND COMMUNITY SCHOOLS AND VOCATIONAL, ADULT AND EXCEPTIONAL STUDENT CENTERS. THE SUPERINTENDENT SHALL ESTABLISH AND MAINTAIN THE NON-INSTRUCTIONAL STAFFING DEPARTMENT FOR IMPLEMENTING THIS POLICY.~~

~~THIS POLICY ADDRESSES THE GUIDELINES OF THE SCHOOL COMMUNITY PROFESSIONAL DEVELOPMENT ACT TO DEVELOP AND SUSTAIN A COMPREHENSIVE PROGRAM FOR EDUCATIONAL MANAGEMENT DEVELOPMENT. THE POLICY FOCUSES ON THE ADVANCEMENT OF HIGH PERFORMING/ACHIEVING SCHOOLS THROUGH THE TRAINING, SELECTION AND CONTINUED DEVELOPMENT OF HIGHLY EFFECTIVE AND COMPETENT SCHOOL MANAGERS. THIS POLICY IS BASED ON THE DISTRICT'S HUMAN RESOURCES MANAGEMENT DEVELOPMENT PLAN.~~

DEFINITIONS:

- Acting: An appointment to a position for which an individual is qualified ~~but is employed to temporarily replace an administrator.~~
- Interim: ~~An administrator appointed for the first time as an Assistant Principal or Principal pending successful completion of the appropriate Leadership Development Program.~~
- Lateral Transfer: An administrator appointed in the same position ~~but~~ at a different school location.
- Comparable Program: Participation in/completion of a Leadership Development training program in another Florida school district. If applicant is from another state or country, participation in/completion of a Leadership Development training program for administrators conducted by an out-of state school district or by a nationally accredited university.
- Intern Principal: ~~An individual who has been screened and selected to serve in the Intern Principal staff development program that will, upon completion of the program, qualify the individual for placement on the Principal Eligibility List.~~

RULES

1. ~~Positions Covered: The positions and eligibility lists covered by this policy include all full-time school and center principals administrators, including vocational center directors, Exceptional Student Education Center principals, their assistant principals, community school administrators, and principal interns.~~
2. ~~Eligibility Lists and Position Vacancies: Eligibility lists maintained by the Department of Non-Instructional Staffing shall contain the names of all qualified 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 who have indicated an interest in being considered for positions covered by this policy.~~

A position vacancy shall be for a specific school or center. When a specific vacancy is identified, all schools/centers shall receive a copy of the notice, along with any necessary procedural information. All vacancy announcements shall be placed on the School Board Web Page (Internet).
3. ~~Minimum Qualifications: An applicant for an eligibility list, an intern principal position or a specific vacant position must hold the appropriate certification in the State of Florida before the application can be approved (see rule 13 of this policy). Beginning in August 2004, completion of the leadership development continuum including the Leadership Experiences and Administrative Development (LEAD) program or comparable program and/or Interim Assistant Principal program and, either completion or participation in the Intern Principal program has been required for eligibility for the principalship.~~

~~Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program has been required to meet eligibility to become an Assistant Principal. As of August 2004, completion of LEAD or comparable program has been a mandatory requirement for eligibility to become an Assistant Principal. The Non-Instructional Staffing Department will review all applications and reject those not meeting minimal qualifications or basic criteria~~

- ~~a. School-based Managerial Position: To be eligible for an appointment to a school-based managerial position, an applicant shall be involved in or have completed appropriate training program(s) as noted above and the Administrative Screening process outlined in the vacancy posting by the Department of Non-Instructional Staffing. Procedures shall be established by the Superintendent and implemented accordingly. Lateral transfer applicants and applicants from outside the district may be exempt from this process by the Superintendent. (See Rule 3e) Individuals already placed on the Principal Eligibility lists may participate in the Administrative Screening Process in order to provide more comprehensive data for the selection committees.~~
- ~~b. Assistant Principal: The Superintendent shall recommend that a newly appointed assistant principal be board-approved in an interim capacity. Successful completion of the applicable interim program by the employee within a specified period of time shall be necessary before reappointment; the specific amount of time shall be identified at the first meeting of the professional team assigned to supervise the Interim Assistant Principal's Program. The interim program can be up to three (3) years in length, depending upon the entry level skills of the newly appointed interim assistant principal. Determination of skill level shall be based upon mastery of entry level performance based objectives. This program shall be monitored by the Human Resource Development Department (HRD).~~
- ~~c. Principal: All applicants for a principal vacancy must have 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. The Superintendent shall recommend that a newly employed principal be appointed in an interim capacity for one year during which time the individual must complete the approved Human Resource Management Interim Principal Staff Development Program. An applicant for a principal position shall meet the minimum qualifications as indicated in Rule 13(a-f) of this policy.~~
- ~~d. Intern Principal: To be eligible for an appointment to an intern principal position, an applicant shall have completed the Administrative Screening process for the Intern Principal Program. Procedures shall be established by the Superintendent and implemented accordingly. An applicant for an intern principal position shall meet the minimum qualifications as indicated in Rule 13 (a-f) of this policy except for 5(b) below.~~

~~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.~~

~~13. 2. Minimum Qualifications for Initial Appointments to Permanent Positions (1)-(3)~~

~~a. Elementary School Principals ⁽¹⁾⁻⁽²⁾⁻⁽³⁾~~

~~An applicant applying for an elementary school principal position shall hold a master's degree (or higher). Applicants shall hold or be eligible for with certification in school principal, or professional-school principal in the State of Florida. However when deemed necessary and in the best interests of the students of the school, an individual who holds or is eligible for a certificate in educational leadership, administration, or administration and supervision (K-6 or K-12) may be recommended for appointment. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district as an interim principal for a period not to exceed one (1) year during which the individual must complete participate in the Human Resource Management Office of Talent Development applicable interim pPrincipal pProgram. See rule 3(e) of this policy. Also, aAn applicant shall have had completed a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three (3) years of the five (5) years shall be successful experience as a principal, or assistant principal or district administrator experience is required. To be eligible for principal positions,~~

applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.

b. ~~_____ Middle School Principals~~ ^{(1) (2) (3)}

~~An applicant applying for a middle school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6, 7-12, or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.~~

c. ~~_____ High School Principals~~ ^{(1) (2) (3)}

~~An applicant applying for a high school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-12 or 7-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.~~

d.b. Vocational Technical Center Directors ^{(1) (2) (3)}

An applicant applying for a vocational technical center director position shall hold a master's degree (or higher) or an advanced vocational certificate. Applicants shall hold or be eligible for certification in Local Director of Vocational Education or school principal in the State of Florida. When deemed necessary and in the best interest of the students, an individual who holds or is eligible for a certificate in educational leadership, administration, or administration and supervision may be recommended for appointment. must meet the requirements for certification in a vocational subject, be eligible for a certificate covering Director of Vocational Education. The Superintendent shall recommend that a director in his/her first year of employment as a director in the district must participate in the Office of Talent Development Principal Program, and An applicant shall have had completed a minimum of five (5) years of vocational career/technical educational or school experience as defined by F.S. 1001.01. Three (3) years of the five (5) years shall be successful experience as a principal, or assistant principal, or district administrator or Local Director is required. To be eligible for technical center director positions, applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.

e. ~~_____ Adult Center Principals~~ ^{(1) (2) (3)}

~~An applicant applying for an adult center principal position shall hold a master's degree (or higher) with certification in administration of adult education and shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.~~

f.c. Principals - Exceptional Student Education (ESE) Centers ^{(1) (2) (3)}

An applicant applying for an exceptional student ESE center principalship position shall hold a master's degree (or higher) with certification in one of the following: school principal or

~~professional school principal. Applicants shall hold or be eligible for certification in school principal in the State of Florida, however when deemed necessary and in the best interests of the students of the school an individual who holds or is eligible for a certificate in educational leadership, administration, or administration and supervision (K-6 or K-12) may be recommended for appointment. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district as an interim principal for a period not to exceed one (1) year during which the individual must complete participate in the Human Resource Management Office of Talent Development Principal Program, applicable interim principal program. See rule 3(c) of this policy. Also, an applicant shall have master's degree level certification in any area of exceptional student education ESE and shall have had completed a minimum of five (5) years of school experience as defined by F.S. 1001.01 with assistant principal, district administrator or principal experience preferred. At least two (2) of those five (5) years of school experience must be in exceptional student education ESE. Three (3) years of the five (5) years shall be successful experience as a principal, or assistant principal or district administrator experience is required. To be eligible for ESE center principal positions, applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.~~

~~g.d. School-Assistant Principals - Elementary, Middle, High, Center and Community School~~

~~An applicant applying for an Assistant Principal position shall hold a master's degree or higher with the same certification in educational leadership, administration, or administration and supervision, as indicated in Rule 13 (a-f) of this policy and An applicant shall have had completed a minimum of three four (34) years of school experience as defined by F.S. 1001.01, or district administrative experience. Three Four (34) year's experience at the level at which the position exists is preferred. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be required to meet eligibility to become an Assistant Principal. Beginning in August 2004, completion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be is a mandatory requirement for eligibility to become an Assistant Principal. In addition, an applicant applying for a community school vacancy shall have had at least one (1) course in community school administration or must complete this course during the first year of appointment to this position.~~

e. Assistant Directors - Technical Centers

An applicant applying for a technical center Assistant Director position shall hold a master's degree or higher with certification in Local Director of Vocational Education, educational leadership, administration, or administration and supervision. An applicant shall have completed a minimum of four (4) years of career/technical or school experience as defined by F.S. 1001.01, or district administrative experience. Four (4) years experience at the level at which the position exists is preferred. Completion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program is a mandatory requirement for eligibility to become an Assistant Director.

f. Assistant Principals - Exceptional Student Education (ESE) Centers

An applicant applying for an ESE center Assistant Principal position shall hold a master's degree or higher with certification in educational leadership, administration or administration and supervision and in any area of ESE. An applicant shall have completed a minimum of four (4) years of school experience as defined by F.S. 1001.01, or district administrative experience. At least one (1) of those four (4) years of school experience must be in ESE. Four (4) years experience at the level at which the position exists is preferred. Completion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program is a mandatory requirement for eligibility to become an Assistant Principal.

These requirements will be considered the minimum requirements of the district and the district will continue to search for the most qualified person for each position.

4-3. Applicant: To be considered as an applicant, one must apply for a position by completing the proper form(s) established by the district before an advertised deadline. All vacancies shall be advertised for a minimum of four (4) days. Qualified persons from inside the district and outside the district shall be encouraged to apply.

5. ~~Intern Principal Application Procedures~~

~~(a) A listing of qualified applicants for the Intern Principal Program will be developed through the application, screening and interview procedures established by the Superintendent (b) An individual may apply for the Intern Principal Program during his/her third year in an assistant principal position or an equivalent district level position.~~

~~(c) Candidates must have received effective performance evaluations as revealed on the end of the year administrative evaluation process assessments for the last three (3) years in order to be considered for the intern program.~~

~~(d) 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.~~

~~(e) 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.~~

~~(f) All qualified applicants for the Intern Principal Program will be screened by a trained cadre of screeners who will rate the applicants according to the procedures developed by the Superintendent who will make the final recommendation for appointment to the Board.~~

~~(g) A systematic evaluation process shall determine satisfactory completion of the Intern Principal Program. Each intern shall be evaluated semi-annually as part of the Intern Professional Development Team meetings. The Professional Development Team shall be made up of the Area Superintendent or designee, the supervising principal of the school in which the intern is working, and the administrator of the Intern Principal Program.~~

~~(h) The district shall maintain a sufficient number of qualified candidates who have completed the Intern Principal Program and are considered eligible for available principal vacancies. Annually, the Superintendent will identify the number of principal intern positions by school level based upon projected retirements and school system growth.~~

~~(i) The training procedures and length of the Intern Principal Program for the various school levels will be developed and coordinated by the Human Resource Development Department, as approved by the Superintendent and as outlined in the Florida State Department of Education Guidelines for Human Resource Management and Development.~~

6. ~~Continued Professional Growth and Development for Individuals on the Principal Eligibility List: The Human Resource Development Department will provide ongoing professional development activities for individuals on the Principal Eligibility List. They will be strongly encouraged to participate in these activities which will be designed to enhance their leadership and interpersonal skills as potential principal candidates.~~

7-4. Lateral Transfers: A principal or assistant principal in any capacity, e.g., elementary, middle, high or center, may be laterally transferred to another principalship location, in any other category provided the individual meets the minimum certification and course work requirements for the position. When a principal is transferred to a school level in which he/she has not completed the appropriate intern program, a support team will be established by the Area Office to provide assistance/support to the principal. An assistant principal in any capacity, e.g., elementary, middle, high, center or community school, may be laterally transferred to an assistant principalship at another school level provided the individual meets certification and course work requirements for the position.

8. ~~Vacancy Screening Committee for Assistant Principal Pool and Intern Principal:~~

a. ~~A vacancy screening committee shall be established by the Department of Non Instructional Staffing. No one may serve on a vacancy screening committee who is the immediate supervisor of an applicant. No one shall serve on both the screening committee and interview committee for the selection process without the permission of the Superintendent. Members of the Vacancy Screening Committee shall be trained in resume rating by the Non Instructional Staffing Staff.~~

- ~~b. 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.~~
- ~~c. The Non-Instructional Staffing Department shall notify those applicants who were not selected by the screening committee. Unsuccessful applicants may arrange a conference with a personnel administrator for career counseling. Any documents developed in the Administrative Screening Process that contains evaluation ratings are available to the candidate.~~

9.5. Screening and Selection of School-Based Managerial Positions—Assistant Principals for Initial Appointments to Permanent Positions:

- a. Vacancies for Assistant Principal positions ~~are posted~~ will be advertised, on the internet and electronically transmitted to the individual school sites to inform qualified candidates of the opening. Those qualified Interested candidates, who wish to be considered for a including lateral transfers, must submit an application ~~packet~~ to Non-Instructional Staffing by the deadline of the posted vacancy.
- b. Applications received by the advertised deadline of those who wish to be considered for a position ~~are~~ will be reviewed by the Non-Instructional Staffing ~~Staff Department~~ to determine qualification eligibility.
- c. Names of qualified applicants will be submitted to the principal with the vacancy who will review the applicants' ~~memos of intent and resumes~~ and supporting documentation.
- d. The principal with the vacancy will submit a list to Non-Instructional Staffing consisting of a minimum of six (6) candidates. ~~to be interviewed to Non-Instructional Staffing. This list of candidates is to reflect the district's diverse population.~~
- e. Interviews will be conducted by an interview panel of at least a minimum of three (3) members. The interview panel should consist of the principal with the vacancy, the area ~~Cadre~~ Director of the school, and another representative selected by the principal. ~~of Non-Instructional Staffing or designee and must reflect the district's diverse population.~~
- f. ~~The interview shall be at least 20 minutes in length and consist of a minimum of four (4) behavioral questions. Each assistant principal candidate shall be provided an opportunity to make opening comments, respond to the interview questions, and make closing comments. All candidates for each location 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) four (4) years.~~
- g. The top candidate from these interviews shall be presented to the ~~Area Superintendent~~ Chief School Performance & Accountability Officer who will make a recommendation to the Superintendent.
- h. The Superintendent will make the final recommendation to the Board. In extraordinary circumstances, the Superintendent has the discretion to appoint a qualified individual without going through the selection process.

10.6. Screening and Selection of School-Based Managerial Positions—Principals for Initial Appointments to Permanent Positions:

- ~~a. Each applicant must submit a site specific memo of intent for the open principal position.~~
- ~~b. 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.~~
- ~~c. Based on site specific leadership profile scores, candidates proceed from the screening phase of the selection process to the community forum. A community forum shall be established by the Area Superintendent or his/her designee.~~
- ~~d. At the conclusion of the interviews, the community forum scores shall be rank ordered and the list of names submitted to the Area Superintendent who will submit the list to the Superintendent for approval of candidates to move forward to the final interview. If fewer~~

~~than three (3) individuals were interviewed, the committee shall submit the names of the individuals who were interviewed. The Area Superintendents with the open position will submit the names of all candidates to the Superintendent.~~

- ~~e. The Superintendent will make the final recommendation for candidates for the final interview.~~
- ~~f. The selected candidates are interviewed by the Superintendent, the Area Superintendents, the Associate Superintendent of Human Resources, and the appropriate Deputy Superintendent(s) or their designees. Following this interview, the Superintendent will make the final recommendation to the Board.~~
- a. A preliminary site-specific leadership profile shall be drafted by the Office of School Performance & Accountability.
- b. The Office of School Performance & Accountability shall schedule, advertise, and facilitate a conversation with the school community, which shall be open to the public. At the Community Conversation, attendees will be informed of the process and timeline for the selection of the new school principal. A preliminary site-specific leadership profile shall be discussed and feedback solicited from the attendees and a final site-specific leadership profile, including the solicited feedback, will be created. At the Community Conversation, the announcement of the formation of a Stakeholder Panel will be made. School Board Members may participate in the Community Conversation as observers.
- c. A principal vacancy shall be advertised with the site-specific leadership profile. Internal and external applicants may submit applications to the office of Non-Instructional Staffing to be screened for eligibility.
- d. The Office of School Performance & Accountability shall have the responsibility of selecting principal candidates to be considered for the vacancy. Selection shall be made through a district interview process based upon both the site-specific leadership profile and the Community Conversation.
- e. The Office of School Performance & Accountability will coordinate the process of principal candidates meeting with a Stakeholder Panel comprised of up to 15 members who represent a cross section of the school's community. School Board Members may not serve on the panel or be in attendance at this meeting. Recommended panel participants include, but are not limited to, instructional, non-instructional school staff, an Innovation Zone principal, representatives from the Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Parent Teacher Student Association (PTSA), School Advisory Forum (SAF), School Advisory Council (SAC) and at-large members from the community. A student may be selected to serve on the panel. Individuals selected to serve on the Stakeholder Panel must have attended the Community Conversation. The members of this panel shall attend a meeting organized by the district prior to meeting with the principal candidates. The Stakeholder Panel will provide feedback to the district on principal candidates.
- f. The Superintendent will make the final recommendation to the Board. In extraordinary circumstances, the Superintendent has the discretion to appoint a qualified individual without going through the selection process

~~11.7. The Director, Equal Educational Opportunities shall monitor the screening and application process to insure equal opportunity. Internal compliance review by the Equal Educational Opportunities Department shall include a report, at least annually, which has (1) a summary of applicants and candidates by sex, and race and ethnic classifications; (2) recruitment sources used and (3) commentary as to the recommendations in light of the Equal Employment Plan goals and utilization for the employment category. The EEO Compliance department annually compiles the Educational Equity Act Plan, which includes Employment Equity Data. The data included in the report will reflect the ethnic and gender demographics for~~

all district administrative employees. Also included will be data regarding the demographics of the current student population in Broward County Public Schools. The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.

~~12.8. Candidates or applicants who believe that they did not receive objective consideration in the selection process may appeal to the Director of Non-Instructional Staffing.~~

~~13. Minimum Qualifications for Initial Appointments to Permanent Positions (1) (2) (3)-~~

~~a. Elementary School Principals ^{(1) (2) (3)}~~

~~An applicant applying for an elementary school position shall hold a master's degree (or higher) with certification in school principal, or professional school principal. However when deemed necessary and in the best interests of the students of the school, an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6 or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator experience is required.~~

~~b. Middle School Principals ^{(1) (2) (3)}~~

~~An applicant applying for a middle school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6, 7-12, or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.~~

~~c. High School Principals ^{(1) (2) (3)}~~

~~An applicant applying for a high school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-12 or 7-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.~~

~~d. Vocational Center Directors ^{(1) (2) (3)}~~

~~An applicant applying for a vocational center director position shall hold a master's degree (or higher) or an advanced vocational certificate, must meet the requirements for certification in a vocational subject, be eligible for a certificate covering Director of Vocational Education and shall have had a minimum of five (5) years of vocational educational experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal, or district administrator is required.~~

~~e. Adult Center Principals ^{(1) (2) (3)}~~

~~An applicant applying for an adult center principal position shall hold a master's degree (or higher) with certification in administration of adult education and shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful~~

~~experience as a principal, assistant principal or district administrator is required.~~

~~f. Principals – Exceptional Student Centers~~^{(1) (2) (3)}

~~An applicant applying for an exceptional student center principalship shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6 or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have master's degree level certification in any area of exceptional student education and shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01, with assistant principal, district administrator or principal experience preferred. At least two (2) of those five (5) years of school experience must be in exceptional student education. Three years of successful experience as a principal, assistant principal, or district administrator is required.~~

~~g. School Assistant principals – Elementary, Middle, High, Center and Community School~~

~~An applicant applying for an assistant principal position shall hold a master's degree with the same certification as indicated in Rule 13, (a-f) of this policy and shall have had three (3) years of school experience as defined by F.S. 1001.01, or district administrative experience. Three (3) year's experience at the level at which the position exists is preferred. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be required to meet eligibility to become an Assistant Principal. Beginning in August 2004, completion of LEAD or comparable program will be a mandatory requirement for eligibility to become an Assistant Principal. In addition, an applicant applying for a community school vacancy shall have had at least one (1) course in community school administration or must complete this course during the first year of appointment to this position.~~

~~These requirements will be considered the minimum requirements of the district and the district will continue to search for the most qualified person for each position.~~

~~14.9. This policy supersedes all other related policies, which appear in conflict except as specifically excepted.~~

~~(1) In addition to the qualifications listed above, all applicants must have successfully completed the required internship program as described in rule #3, c, above. The principal internship may be waived for an out of county applicant with principal experience or in other special circumstances as determined by the Superintendent. Appointments under these circumstances will be as interim principals.~~

~~(2) In recognition of the established district intern training program, preference will be given to assistant principals and district administrators.~~

~~(3) In special circumstances, individuals appointed may be exempted by the Superintendent from qualification provisions.~~

AUTHORITY: F.S. 110.211; 110.213; 1012.01; 1001.42; 1012.22; 1006.07; 1006.28; 1012.23; 1012.33; 1012.98; 1012.01 RULES ADOPTED: 9/5/95
RULES AMENDED: 7/29/97; 8/7/01; 6/06/06

SUMMARY OF RECOMMENDED CHANGES

DATE: April 1, 2014

POLICY #: 4002.14

POLICY TITLE: SELECTION, APPOINTMENT AND PROFESSIONAL DEVELOPMENT OF SCHOOL-BASED MANAGERIAL PERSONNEL

Page (Item)	Recommended Change/Addition/Deletion	Rationale
1	Selection; and Appointment and Professional Development of School-Based Administrators Managerial Personnel	Provides a clear definition of the purpose of the policy.
1	Remove “IN THE PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN BROWARD COUNTY. THE ADMINISTRATIVE UNITS COVERED BY THIS POLICY INCLUDE ELEMENTARY, MIDDLE, HIGH AND COMMUNITY SCHOOLS AND VOCATIONAL, ADULT AND EXCEPTIONAL STUDENT CENTERS. THE SUPERINTENDENT SHALL ESTABLISH AND MAINTAIN THE NON-INSTRUCTIONAL STAFFING DEPARTMENT FOR IMPLEMENTING THIS POLICY.” from the first paragraph.	This is covered in the rules section of the policy.
1	Remove “THIS POLICY ADDRESSES THE GUIDELINES OF THE SCHOOL COMMUNITY PROFESSIONAL DEVELOPMENT ACT TO DEVELOP AND SUSTAIN A COMPREHENSIVE PROGRAM FOR EDUCATIONAL MANAGEMENT DEVELOPMENT. THE POLICY FOCUSES ON THE ADVANCEMENT OF HIGH PERFORMING/ACHIEVING SCHOOLS THROUGH THE TRAINING, SELECTION AND CONTINUED DEVELOPMENT OF HIGHLY EFFECTIVE AND COMPETENT SCHOOL MANAGERS. THIS POLICY IS BASED ON THE DISTRICT'S HUMAN RESOURCES MANAGEMENT DEVELOPMENT PLAN.” from the second paragraph.	The qualifications and selection process are specifically addressed in sections 2,5 and 6
1	Definitions: Interim: Remove text, An administrator appointed for the first time as an Assistant Principal or Principal pending successful completion of the appropriate Leadership Development Program.	Title no longer needed to identify first year assistant principals and principals.
1	Definitions: Lateral Transfer: An administrator appointed in the same position	Changed to reflect assistant

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	<p>but at a different school location.</p> <p>Definitions: Intern Principal: Remove text, An individual who has been screened and selected to serve in the Intern Principal staff development program that will, upon completion of the program, qualify the individual for placement on the Principal Eligibility List.</p>	<p>principal and principal positions throughout the district.</p> <p>Intern Principal Program is a preparation program administered by Talent Development. The title Intern Principal identifies principals in a training program.</p>
1	<p>Rule 1. <u>Positions Covered:</u> The positions and eligibility lists covered by this policy include all <u>full-time school and center principals administrators.</u> including <u>vocational center directors, Exceptional Student Education Center principals, their assistant principals, community school administrators, and principal interns.</u></p>	<ul style="list-style-type: none"> • Qualifications for assistant principal and principal positions are covered in sections 2, 5, and 6.
1	<p>Rule: 2. Eligibility Lists and Position Vacancies: Remove text <u>2. Eligibility Lists and Position Vacancies: Eligibility lists maintained by the Department of Non-Instructional Staffing shall contain the names of all qualified 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 who have indicated an interest in being considered for positions covered by this policy.</u></p> <p>A position vacancy shall be for a specific school or center. When a specific vacancy is identified, all schools/centers shall receive a copy of the notice, along with any necessary procedural information. All vacancy announcements shall be placed on the School Board Web Page (Internet).</p>	<ul style="list-style-type: none"> • Intern Principal Program is a preparation program administered by Talent Development. • All applicants who meet the requirements for assistant principal positions are eligible for vacant positions. • Qualifications and application procedures are addressed in sections 2, 3, 5, and 6.

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1	<p>Rule: 3. Minimum Qualifications: Remove text 3. <u>Minimum Qualifications:</u> An applicant for an eligibility list, an interim principal position or a specific vacant position must hold the appropriate certification in the State of Florida before the application can be approved (see rule 13 of this policy). Beginning in August 2004, completion of the leadership development continuum including the Leadership Experiences and Administrative Development (LEAD) program or comparable program and/or Interim Assistant Principal program and, either completion or participation in the Intern Principal program has been required for eligibility for the principalship. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program has been required to meet eligibility to become an Assistant Principal. As of August 2004, completion of LEAD or comparable program has been a mandatory requirement for eligibility to become an Assistant Principal. The Non-Instructional Staffing Department will review all applications and reject those not meeting minimal qualifications or basic criteria</p> <p>a. <u>School-based Managerial Position:</u> To be eligible for an appointment to a school based managerial position, an applicant shall be involved in or have completed appropriate training program(s) as noted above and the Administrative Screening process outlined in the vacancy posting by the Department of Non-Instructional Staffing. Procedures shall be established by the Superintendent and implemented accordingly. Lateral transfer applicants and applicants from outside the district may be exempt from this process by the Superintendent. (See Rule 3e) Individuals already placed on the Principal Eligibility lists may participate in the Administrative Screening Process in order to provide more comprehensive data for the</p>
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<p>selection committees.</p>	<p>b. <u>Assistant Principal</u>: The Superintendent shall recommend that a newly appointed assistant principal be board approved in an interim capacity. Successful completion of the applicable interim program by the employee within a specified period of time shall be necessary before reappointment; the specific amount of time shall be identified at the first meeting of the professional team assigned to supervise the Interim Assistant Principal's Program. The interim program can be up to three (3) years in length, depending upon the entry level skills of the newly appointed interim assistant principal. Determination of skill level shall be based upon mastery of entry level performance based objectives. This program shall be monitored by the Human Resource Development Department (HRD).</p> <p>e. <u>Principal</u>: All applicants for a principal vacancy must have 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. The Superintendent shall recommend that a newly employed principal be appointed in an interim capacity for one year during which time the individual must complete the approved Human Resource Management Intern Principal Staff Development Program. An applicant for a principal position shall meet the minimum qualifications as indicated in Rule 13(a-f) of this policy.</p> <p>d. <u>Intern Principal</u>: To be eligible for an appointment to an intern principal position, an applicant shall have completed the Administrative Screening process for the Intern Principal Program. Procedures shall be established by</p>
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	<p>the Superintendent and implemented accordingly. An applicant for an intern principal position shall meet the minimum qualifications as indicated in Rule 13 (a-f) of this policy except for 5(b) below:</p> <p>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.</p>
2	<p>Move Rule#13: "Minimum Qualifications for Initial Appointments to Permanent Positions" to make New Rule# 2</p>
2	<p>(4)(2)(e) - a. Elementary School Principals: An applicant applying for an elementary school principal position shall hold a master's degree (or higher). Applicants shall hold or be eligible for with certification in school principal, or professional school principal in the State of Florida. However When deemed necessary and in the best interests of the students of the school, an individual who holds or is eligible for a certificate</p>
	<p>Provides sequential process of qualifications and selection.</p>
	<p>Consolidated requirements for principals at elementary, middle, high, and adult centers.</p>

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	<p>in educational leadership, administration, or administration and supervision (K-6 or K-12) may be recommended for appointment. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district as an interim principal for a period not to exceed one (1) year during which the individual must complete participate in the Human Resource Management Office of Talent Development applicable interim Principal Program. See rule 3(e) of this policy. Also, an applicant shall have had completed a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three (3) years of the five (5) years shall be successful experience as a principal, or assistant principal or district administrator experience is required. To be eligible for principal positions, applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.</p>
2 - 4	<p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions – Remove text b. Middle School Principals An applicant applying for a middle school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6, 7-12, or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall</p>

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3	<p>have had five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p> <p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions - Remove text - <u>e. High School Principals</u> - An applicant applying for a high school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-12 or 7-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(c) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p>	
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3	<p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions – d.b. Vocational Technical Center Directors ⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for a vocational technical center director position shall hold a master's degree (or higher) or an advanced vocational certificate. <u>Applicants shall hold or be eligible for certification in Local Director of Vocational Education or school principal in the State of Florida. When deemed necessary and in the best interest of the students, an individual who holds or is eligible for a certificate in educational leadership, administration, or administration and supervision may be recommended for appointment. must meet the requirements for certification in a vocational subject, be eligible for a certificate covering Director of Vocational Education. The Superintendent shall recommend that a director in his/her first year of employment as a director in the district must participate in the Office of Talent Development Principal Program, and An applicant shall have had completed a minimum of five (5) years of vocational career/technical educational or school experience as defined by F.S. 1001.01. Three (3) years of the five (5) years shall be successful experience as a principal, or assistant principal, or district administrator or Local Director is required. To be eligible for technical center director positions, applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.</u></p>	Updated title and qualifications to align with current titles and certifications.
3	<p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions – Remove text e. Adult Center Principals ⁽¹⁾⁽²⁾⁽³⁾ An applicant applying for an adult center principal position shall hold a master's degree (or higher) with certification in administration of adult education and shall have</p>	Updated to reflect qualifications for principals at elementary, middle, high, and adult center.

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3 - 4	<p>had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p> <p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions f.c. Principals - Exceptional Student Education (ESE) Centers ^{(4)(c)}</p> <p>(4) An applicant applying for an exceptional student ESE center principalship position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; Applicants shall hold or be eligible for certification in school principal in the State of Florida; however wWhen deemed necessary and in the best interests of the students, of the school an individual who holds or is eligible for a certificate in educational leadership, administration, or administration and supervision (K-6 or K-12) may be recommended for appointment. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district as an interim principal for a period not to exceed one (1) year during which the individual must complete participation in the Human Resource Management Office of Talent Development Principal Program. applicable interim principal program. See rule 3(e) of this policy. Also, aAn applicant shall have master's degree level certification in any area of exceptional student education ESE and shall have had completed a minimum of five (5) years of school experience as defined by F.S. 1001.01 with assistant principal, district administrator or principal experience preferred. At least two (2) of those five (5) years of school experience must be in exceptional student education ESE. Three (3) years of the five (5) years shall be successful experience as a principal; or assistant principal or district administrator experience is required. To be eligible for ESE center principal</p>	Updated title and qualifications to align with current titles and certifications.
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	<p><u>positions, applicants who do not have principal experience must be a participant in, or have completed Broward's Principal Preparation Program, or a similar leadership training program in another district/state.</u></p>	
<p style="text-align: center;">4</p>	<p><u>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions g.d. School Assistant Principals –Elementary, Middle, High, Center and Community School</u> An applicant applying for an Assistant Principal position shall hold a master's degree or higher with the same certification in educational leadership, administration, or administration and supervision. as indicated in Rule 13, (a-f) of this policy and An applicant shall have had completed a minimum of three four (34) years of school experience as defined by F.S. 1001.01, or district administrative experience. Three Four (34) year's experience at the level at which the position exists is preferred. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be required to meet eligibility to become an Assistant Principal. Beginning in August 2004, eCompletion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be is a mandatory requirement for eligibility to become an Assistant Principal. In addition, an applicant applying for a community school vacancy shall have had at least one (1) course in community school administration or must complete this course during the first year of appointment to this position.</p>	<ul style="list-style-type: none"> • Consolidated requirements for assistant principals at elementary, middle, high, centers, and community schools. • Increased teaching experience requirement. • Updated Leadership Experiences and Administrative Development (LEAD) program requirement.
<p style="text-align: center;">4</p>	<p><u>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions e. Assistant Directors – Technical Centers</u> <u>An applicant applying for a technical center Assistant Director position shall</u></p>	<p>Added qualifications specific to Technical centers.</p>

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	<p><u>hold a master's degree or higher with certification in Local Director of Vocational Education, educational leadership, administration, or administration and supervision. An applicant shall have completed a minimum of four (4) years of career/technical or school experience as defined by F.S. 1001.01, or district experience. Four (4) years experience at the level at which the position exists is preferred. Completion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program is a mandatory requirement for eligibility to become an Assistant Director.</u></p>	
4	<p>New Rule: 2. Minimum Qualifications for Initial Appointments to Permanent Positions f. Assistant Principals – Exceptional Student Education (ESE) Centers</p> <p><u>An applicant applying for an ESE center Assistant Principal position shall hold a master's degree or higher with certification in educational leadership, administration or supervision and in any area of ESE. An applicant shall have completed a minimum of four (4) years of school experience as defined by F.S. 1001.01, or district administrative experience. At least one (1) of those four (4) years of school experience must be in ESE. Four (4) years experience at the level at which the position exists is preferred. Completion of Leadership Experiences and Administrative Development Program (LEAD) or comparable program is a mandatory requirement for eligibility to become an Assistant Principal.</u></p>	<ul style="list-style-type: none"> • Added qualifications specific to Exceptional Student Education (ESE) centers. • Added requirement for ESE certification and experience in ESE.
5	<p>Change Section 4 to 3 Applicant:</p> <p>To be considered as an applicant, one must apply for a position by completing the proper form(s) established by the district before an advertised deadline. All vacancies shall be advertised for a minimum of four (4) days. Qualified persons from inside the district and outside the district shall be encouraged to</p>	<p>Provides sequential process of qualifications and selection.</p>

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5	<p>Remove Section 5 : <u>Intern Principal Application Procedures</u> (a) A listing of qualified applicants for the Intern Principal Program will be developed through the application, screening and interview procedures established by the Superintendent (b) An individual may apply for the Intern Principal Program during his/her third year in an assistant principal position or an equivalent district level position. (c) Candidates must have received effective performance evaluations as revealed on the end of the year administrative evaluation process assessments for the last three (3) years in order to be considered for the intern program. (d) 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. (e) 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. (f) All qualified applicants for the Intern Principal Program will be screened by a trained cadre of screeners who will rate the applicants according to the procedures developed by the Superintendent who will make the final recommendation for appointment to the Board (g) A systematic evaluation process shall determine satisfactory completion of</p>	<p>Intern Principal Program is a preparation program administered by Talent Development.</p>
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	<p>the Intern Principal Program. Each intern shall be evaluated semi-annually as part of the Intern Professional Development Team meetings. The Professional Development Team shall be made up of the Area Superintendent or designee, the supervising principal of the school in which the intern is working, and the administrator of the Intern Principal Program.</p> <p>(h) The district shall maintain a sufficient number of qualified candidates who have completed the Intern Principal Program and are considered eligible for available principal vacancies. Annually, the Superintendent will identify the number of principal intern positions by school level based upon projected retirements and school system growth.</p> <p>(i) The training procedures and length of the Intern Principal Program for the various school levels will be developed and coordinated by the Human Resource Development Department, as approved by the Superintendent and as outlined in the Florida State Department of Education Guidelines for Human Resource Management and Development.</p>	<p>Qualifications are addressed in section 2.</p>
5	<p>Change Section 7 to 4: Lateral Transfers:</p> <p>A principal or assistant principal in any capacity, e.g., elementary, middle, high or center, may be laterally transferred to another principalship location in any other category provided the individual meets the minimum certification and course work requirements for the position. When a principal is transferred to a school level in which he/she has not completed the appropriate intern program, a support team will be established by the Area Office to provide assistance/support to the principal. An assistant principal in any capacity, e.g., elementary, middle, high, center or community school, may be laterally transferred to an assistant principalship at another school level provided the individual meets certification and course work requirements for the position.</p>	

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5	<p>Remove Section 6</p> <p>6. Continued Professional Growth and Development for Individuals on the Principal Eligibility List: The Human Resource Development Department will provide ongoing professional development activities for individuals on the Principal Eligibility List. They will be strongly encouraged to participate in these activities which will be designed to enhance their leadership and interpersonal skills as potential principal candidates.</p>	Continued Professional Growth and Development Programs are administered by Talent Development.
5 - 6	<p>Remove Section 8</p> <p>8. Vacancy Screening Committee for Assistant Principal Pool and Intern Principal:</p> <p>a. A vacancy screening committee shall be established by the Department of Non-Instructional Staffing. No one may serve on a vacancy screening committee who is the immediate supervisor of an applicant. No one shall serve on both the screening committee and interview committee for the selection process without the permission of the Superintendent. Members of the Vacancy Screening Committee shall be trained in resume rating by the Non-Instructional Staffing Staff.</p> <p>b. 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.</p> <p>c. The Non-Instructional Staffing Department shall notify those applicants who were not selected by the screening committee. Unsuccessful applicants may arrange a conference with a personnel administrator for</p>	<p>This is covered in Section 2d,e, and f.</p>

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6	<p>career counseling. Any documents developed in the Administrative Screening Process that contains evaluation ratings are available to the candidate.</p> <p>Change Section 9 to 5: <u>Screening and Selection of School-Based Managerial Positions—Assistant Principals for Initial Appointments to Permanent Positions:</u></p> <p>a. Vacancies for Assistant Principal positions are <u>posted will be advertised on the internet and electronically transmitted to the individual school sites to inform qualified candidates of the opening. These qualified Interested candidates, who wish to be considered for a including lateral transfers, must submit an application packet to Non-Instructional Staffing by the deadline of the posted vacancy.</u></p> <p>b. <u>Applications received by the advertised deadline of those who wish to be considered for a position are will be reviewed by the Non-Instructional Staffing Staff Department to determine qualification eligibility.</u></p> <p>c. Names of qualified applicants will be submitted to the principal with the vacancy who will review the applicants' <u>memos of intent and resumes and supporting documentation.</u></p> <p>d. The principal with the vacancy will submit a list to <u>Non-Instructional Staffing</u> consisting of a minimum of six (6) candidates. <u>to be interviewed to Non-Instructional Staffing. This list of candidates is to reflect the district's diverse population.</u></p> <p>e. Interviews will be conducted by an interview panel of <u>at least a minimum of</u></p>	<ul style="list-style-type: none"> • Specifies interview panel members • Specifies interview process
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	<p>three (3) members. The <u>interview panel</u> should consist of the principal with the vacancy, the <u>area Cadre d</u>Director of the school, and another representative selected by the <u>principal. 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. Each assistant principal candidate shall be provided an opportunity to make opening comments, respond to the interview questions, and make closing comments. All candidates for each location 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) four (4) years.</u></p> <p>g. The top candidate from these interviews shall be presented to the <u>Area Superintendent Chief School Performance & Accountability Officer</u> who will make a recommendation to the Superintendent.</p> <p>h. The Superintendent will make the final recommendation to the Board. <u>In extraordinary circumstances, the Superintendent has the discretion to appoint a qualified individual without going through the selection process.</u></p>	<p>Align with Florida Statutes – retention schedules for employment application and selection records</p>
<p>6 - 7</p>	<p>Change Section 10 to 6</p> <p><u>Screening and Selection of School-Based Managerial Positions- Principals for Initial Appointments to Permanent Positions:</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</u></p>	<ul style="list-style-type: none"> • Created new process to involve community input

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	<p>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.</p> <p>e. Based on site specific leadership profile scores, candidates proceed from the screening phase of the selection process to the community forum. A community forum shall be established by the Area Superintendent or his/her designee.</p> <p>d. At the conclusion of the interviews, the community forum scores shall be rank ordered and the list of names submitted to the Area Superintendent will submit the list to the Superintendent for approval of candidates to move forward to the final interview. If fewer than three (3) individuals were interviewed, the committee shall submit the names of the individuals who were interviewed. The Area Superintendents with the open position will submit the names of all candidates to the Superintendent.</p> <p>e. The Superintendent will make the final recommendation for candidates for the final interview.</p> <p>f. The selected candidates are interviewed by the Superintendent, the Area Superintendents, the Associate Superintendent of Human Resources, and the appropriate Deputy Superintendent(s) or their designees. Following this interview, the Superintendent will make the final recommendation to the Board.</p> <p>a. A preliminary site-specific leadership profile shall be drafted by the Office</p>
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	<p>of <u>School Performance & Accountability.</u></p> <p>b. <u>The Office of School Performance & Accountability shall schedule, advertise, and facilitate a conversation with the school community, which shall be open to the public. At the Community Conversation, attendees will be informed of the process and timeline for the selection of the new school principal. A preliminary site-specific leadership profile shall be discussed and feedback solicited from the attendees and a final site-specific leadership profile, including the solicited feedback, will be created. At the Community Conversation, the announcement of the formation of a Stakeholder Panel will be made. School Board Members may participate in the Community Conversation as observers.</u></p> <p>c. <u>A principal vacancy shall be advertised with the site-specific leadership profile. Internal and external applicants may submit applications to the office of Non-Instructional Staffing to be screened for eligibility.</u></p> <p>d. <u>The Office of School Performance & Accountability shall have the responsibility of selecting principal candidates to be considered for the vacancy. Selection shall be made through a district interview process based upon both the site-specific leadership profile and the Community Conversation.</u></p> <p>e. <u>The Office of School Performance & Accountability will coordinate the process of principal candidates meeting with a Stakeholder Panel comprised of up to 15 members who represent a cross section of the school's community. School Board Members may not serve on the panel or be in attendance at this</u></p>
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	<p>meeting. Recommended panel participants include, but are not limited to, instructional, non-instructional school staff, an Innovation Zone principal, representatives from the Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Parent Teacher Student Association (PTSA), School Advisory Forum (SAF), School Advisory Council (SAC) and at-large members from the community. A student may be selected to serve on the panel. Individuals selected to serve on the Stakeholder Panel must have attended the Community Conversation. The members of this panel shall attend a meeting organized by the district prior to meeting with the principal candidates. The Stakeholder Panel will provide feedback to the district on principal candidates.</p> <p>f. The Superintendent will make the final recommendation to the Board. In extraordinary circumstances, the Superintendent has the discretion to appoint a qualified individual without going through the selection process.</p>	
7 - 8	<p>Change Section 11 to 7</p> <p>The Director, Equal Educational Opportunities shall monitor the screening and application process to insure equal opportunity. Internal compliance review by the Equal Educational Opportunities Department shall include a report, at least annually, which has (1) a summary of applicants and candidates by sex, and race and ethnic classifications; (2) recruitment sources used and (3) commentary as to the recommendations in light of the Equal Employment Plan goals and utilization for the employment category.</p> <p>The EEO Compliance department annually compiles the Educational Equity Act Plan, which includes Employment Equity Data. The data included in the report will reflect the ethnic and gender demographics for all district</p>	Updated to comply with EEO reporting.

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	<p><u>administrative employees. Also included will be data regarding the demographics of the current student population in Broward County Public Schools. The School Board of Broward County, Florida, prohibits any policy or procedure, which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.</u></p>	
8	<p>Change 12 to 8 Candidates or applicants who believe that they did not receive objective consideration in the selection process may appeal to the Director of Non-Instructional Staffing.</p>	Provides sequential process of qualifications and selection.
8 - 9	<p>Remove Section 13. Revised Section 13 has moved to Section 3 13. Minimum Qualifications for Initial Appointments to Permanent Positions (1)(2)(3) a. Elementary School Principals An applicant applying for an elementary school position shall hold a master's degree (or higher) with certification in school principal, or professional school principal. However when deemed necessary and in the best interests of the students of the school, an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6 or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful</p>	Provides sequential process of qualifications and selection.

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<p>experience as a principal, assistant principal or district administrator experience is required.</p> <p>b. <u>Middle School Principals</u>⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for a middle school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6, 7-12, or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(c) of this policy. Also, an applicant shall have had five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p> <p>e. <u>High School Principals</u>⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for a high school principal position shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-12 or 7-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete</p>	
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	<p>the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p>
	<p><u>d. Vocational Center Directors</u>⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for a vocational center director position shall hold a master's degree (or higher) or an advanced vocational certificate, must meet the requirements for certification in a vocational subject, be eligible for a certificate covering Director of Vocational Education and shall have had a minimum of five (5) years of vocational educational experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal, or district administrator is required.</p>
	<p><u>e. Adult Center Principals</u>⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for an adult center principal position shall hold a master's degree (or higher) with certification in administration of adult education and shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01. Three years of successful experience as a principal, assistant principal or district administrator is required.</p>
	<p><u>f. Principals - Exceptional Student Centers</u>⁽¹⁾⁽²⁾⁽³⁾</p> <p>An applicant applying for an exceptional student center principalship shall hold a master's degree (or higher) with certification in one of the following: school principal or professional school principal; however when deemed</p>

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necessary and in the best interests of the students of the school an individual who holds a certificate in educational leadership, administration or administration and supervision (K-6 or K-12) may be recommended for appointment as an interim principal for a period not to exceed one (1) year during which the individual must complete the Human Resource Management applicable interim principal program. See rule 3(e) of this policy. Also, an applicant shall have master's degree level certification in any area of exceptional student education and shall have had a minimum of five (5) years of school experience as defined by F.S. 1001.01, with assistant principal, district administrator or principal experience preferred. At least two (2) of those five (5) years of school experience must be in exceptional student education. Three years of successful experience as a principal, assistant principal, or district administrator is required.

~~g. School Assistant principals Elementary, Middle, High, Center and Community School~~

An applicant applying for an assistant principal position shall hold a master's degree with the same certification as indicated in Rule 13, (a-f) of this policy and shall have had three (3) years of school experience as defined by F.S. 1001.01, or district administrative experience. Three (3) year's experience at the level at which the position exists is preferred. Beginning in August 2002, active participation in or completion of the Leadership Experiences and Administrative Development Program (LEAD) or comparable program will be required to meet eligibility to become an Assistant Principal. Beginning in August 2004, completion of LEAD or comparable program will be a mandatory requirement for eligibility to become an Assistant Principal. In

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	<p>addition, an applicant applying for a community school vacancy shall have had at least one (1) course in community school administration or must complete this course during the first year of appointment to this position. These requirements will be considered the minimum requirements of the district and the district will continue to search for the most qualified person for each position.</p>	
<p style="text-align: center;">9</p>	<p>Change 14 to 9</p> <p>This policy supersedes all other related policies, which appear in conflict except as specifically excepted.</p> <p>(1) In addition to the qualifications listed above, all applicants must have successfully completed the required internship program as described in rule #3, c, above. The principal internship may be waived for an out-of-county applicant with principal experience or in other special circumstances as determined by the Superintendent. Appointments under these circumstances will be as interim principals.</p> <p>(2) In recognition of the established district intern training program, preference will be given to assistant principals and district administrators.</p>	<ul style="list-style-type: none"> • Provides sequential process of qualifications and selection. • Qualifications addressed in section 2

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	<p>(3) In special circumstances, individuals appointed may be exempted by the Superintendent from qualification provisions.</p>	
<p>9</p>	<p>Revise Authority <u>110.211; 110.213; 1012.01; 1001.42; 1012.22; 1006.07; 1006.28; 1012.23;</u> <u>1012.33; 1012.98; 1012.01</u></p>	<p>Updated to reflect current statutes.</p>