

**4002.14**

**SELECTION AND APPOINTMENT OF SCHOOL-BASED ADMINISTRATORS**

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.

**DEFINITIONS:**

- Acting: An appointment to a position for which an individual is qualified to temporarily replace an administrator.
- Lateral Transfer: An administrator appointed in the same position at a different 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.

**RULES**

- 1. Positions Covered: The positions covered by this policy include all school and center administrators.
- 2. Minimum Qualifications for Initial Appointments to Permanent Positions

- a. Principals

An applicant applying for a principal position shall hold a master's degree or higher. Applicants shall hold or be eligible for certification in 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. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district participate in the Office of Talent Development's Principal Program. An applicant shall have completed a minimum of five (5) years of public school experience. Three (3) years of the five (5) years shall be successful experience as a principal or assistant principal. 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. Technical Center Directors

An applicant applying for a 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. The Superintendent shall recommend that a director in his/her first year of employment as a director in the district participate in the Office of Talent Development's Principal Program. An applicant shall have completed a minimum of five (5) years of career/technical or public school experience. Three (3) years of the five (5) years shall be successful experience as a principal, assistant principal, or local director of vocational education. 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.

- c. Principals - Exceptional Student Education (ESE) Centers

An applicant applying for an ESE center principal position shall hold a master's degree or higher. Applicants shall hold or be eligible for certification in 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. The Superintendent shall recommend that a principal in his/her first year of employment as a principal in the district participate in the Office of Talent Development's Principal Program. An applicant shall have certification in any area of ESE and shall have completed a minimum of five (5) years of public school experience. At least two (2) of the five (5) years of public school experience must be in ESE. Three (3) years of the five (5) years shall be successful experience as a principal or assistant principal. 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.

d. Assistant Principals

An applicant applying for an assistant principal position shall hold a master's degree or higher. Applicants shall hold or be eligible for certification in educational leadership, administration, or administration and supervision. An applicant shall have completed a minimum of four (4) years of public school instructional experience as defined by F.S. 1012.01(2)(a-d), or district administrative experience (with at least two [2] years of public school instructional 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 principal.

e. Assistant Directors – Technical Centers

An applicant applying for a technical center assistant 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, educational leadership, administration, or administration and supervision. An applicant shall have completed a minimum of four (4) years of public school instructional experience as defined by F.S. 1012.01(2)(a-d), or district administrative experience (with at least two [2] years of public school instructional 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. Applicants shall hold or be eligible for certification in educational leadership, administration, or administration and supervision and any area of ESE. An applicant shall have completed a minimum of four (4) years of public school instructional experience as defined by F.S. 1012.01(2)(a-d), or district administrative experience (with at least two [2] years of public school instructional experience). At least one (1) of the four (4) years of public school instructional 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.

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.
4. Lateral Transfers: A principal or assistant principal may be laterally transferred to another location.
5. Selection of Assistant Principals for Initial Appointments to Permanent Positions:
  - a. Vacancies for assistant principal positions will be advertised. Interested candidates, including

lateral transfers, must submit an application to Non-Instructional Staffing by the deadline of the posted vacancy.

- b. Applications received by the advertised deadline will be reviewed by the Non-Instructional Staffing Department to determine eligibility.
- c. Names of qualified applicants will be submitted to the principal with the vacancy, who will review the applicants' 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.
- e. Interviews will be conducted by an interview panel of a minimum of three (3) members. The interview panel should consist of the principal with the vacancy, the Cadre Director of the school, and another representative selected by the principal.
- f. 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 with the ability for follow-up questions. Interview scores will be maintained by Non-Instructional Staffing for a minimum of four (4) years.
- g. The top candidate from these interviews shall be presented to the 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.

6. Selection of Principals for Initial Appointments to Permanent Positions:

- 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 hold a meeting with the school employees to inform them of the process and timeline for selection of the new school principal. This meeting is not open to the public. A preliminary site-specific leadership profile shall be discussed and feedback solicited from the employees will be included in the final site-specific leadership profile. The formation of a Stakeholder Panel will be announced at the meeting.
- c. 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. A final site-specific leadership profile, including all of 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.
- d. 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.
- e. 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.

- f. 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.
  - g. 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
- 7. 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.
  - 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.
  - 9. This policy supersedes all other related policies, which appear in conflict except as specifically excepted.

AUTHORITY: F.S. 1012; 1001.42;

RULES ADOPTED: 9/5/95

RULES AMENDED: 7/29/97; 8/7/01; 6/06/06; 4/15/14