



PRINCIPAL SELECTION PROCESS

Department of Human Resources
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Input Form

- Leadership Skills Needed
- Administrative Experience Preferred
- Leadership Characteristics Desired
- School Issues to be Addressed
- School Challenges to be Met
- Other Unique Needs of the School



Input and Screening Process

- ❑ Chief of Schools and HR meet with parents, staff, and students (high school), to explain process and request input regarding best match and to inform Leadership Profile for the school
- ❑ Chief of Schools gathers input from magisterial school-board members to add to Leadership Profile
- ❑ Parent/community, staff, and student representatives (high school) are identified to serve on Community Advisory Panel
- ❑ Chief of Schools screens candidates for experience, leadership, professional development, and characteristics that match school's Leadership Profile

Advertisement Locations and Targeted Outreach

- Traditional Job Boards
 - LinkedIn
 - Indeed
 - Hand
 - Ed Week
- College and University Departments of Ed.
 - Ivy League & Tech Schools
 - Virginia Flagships
 - HBCUs
 - HSIs
 - AANAPISIs
- Associations
 - Virginia Association of Secondary School Principals
 - School Superintendents Association
 - National Association for Black School Educators
 - Association for Latino Administrators and Supervisors
 - National Association of Independent Schools
 - National Association of Secondary Principals
- Private & Independent School Networks

School Specific Panel Process

- ❑ Candidates from applicant pool are screened
 - ❑ Selected candidates are invited to a panel interview
 - ❑ School Specific Community Advisory Panel members include community, staff, and student (high school) representatives, principal, executive principal, and HR facilitates
 - ❑ Access to documents provided through FCPS G Suite
 - ❑ Two-part interview: structured and follow-up questions based on input and principal performance criteria

Advisory Panel Member Guidelines

- ❑ All community and staff representatives have the opportunity to express interest to serve as a panel member.
 - ❑ Panel members represent school constituencies and reflect diversity of students, staff, and school programming
 - ❑ Commitment of time (full-day: 8 am – 4 pm) required of all panel members
 - ❑ Technology, language, and transportation needs can be provided.
 - ❑ Panel will utilize FCPS G Suite

- ❑ Panel members provide additional input based on resume review and panel interview

- ❑ Each panel member is individually advisory, not influenced by others, no panel member should express being for or against individual candidates to group

- ❑ Panel input is confidential – panel members are only identified as “parent,” “staff,” or “other”

Finalist Interviews

- Chief of Schools reviews panel interview input, checks references, and invites a candidate or candidates for a follow-up interview
- Chief of Schools recommends a candidate or candidates for Division Superintendent interview
- The candidate or candidates interview with the Superintendent, Deputy Superintendent, Assistant Superintendent Human Resources, and Region Assistant Superintendent
- Superintendent selects finalist

Recommendation of Principal Candidate

- Chief of Schools contacts school board members (magisterial and at-large school board members)
- Chief Human Resources Officer notifies all school board members of recommended candidate
- Human Resources offers position to candidate
- Leadership team introduces new principal

Next Steps

- ❑ Position Advertised: Wednesday, October 23rd
- ❑ Input Due: Wednesday, November 20th
- ❑ Panel Reps Due: Wednesday, November 20th
- ❑ Panel Date: Wednesday, December 4th

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Questions...