

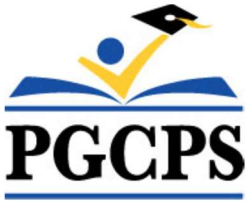
# ADMINISTRATIVE PROCEDURE

## PRINCIPAL SELECTION PROCESS

4113  
Procedure No.

October 9, 2023  
Date

- I. **PURPOSE:** To provide administrative procedures for the principal selection process for Prince George’s County Public Schools (PGCPS).
- II. **POLICY:** To ensure that stakeholders, which include staff, parents, community groups and high school students (for high school principals), are involved and participate in the principal selection process. (Board Policy 4113)
- III. **BACKGROUND:** PGCPS encourages parental and community interaction with local schools and recognizes the principal as the corporate head of the local school and primary link between the community and the school system. Thus, PGCPS ensures involvement of staff, parents, community groups and high school students (for high school principals) in the principal selection process through this administrative procedure.
- IV. **DEFINITIONS:** The following definitions apply to the contents of this administrative procedure:
  - A. *Aspiring Leadership Program for Students Success (ALPSS)* – A leadership program for assistant principals and eligible central office staff who aspire to become principals. ALPSS guides a cohort of leaders through professional learning sessions, shadowing, and mentoring opportunities to prepare them to become PGCPS school leaders.
  - B. *Facility Advisory Committee (FAC)* – A committee that may exist in each school as outlined by the Prince George’s County Educators’ Association (PGCEA) and the Board of Education of Prince George’s County negotiated agreement.
  - C. *Prescreening* – The process used to determine if an applicant meets the basic qualifications for a position.
- V. **PROCEDURES:**
  - A. When a school principal vacancy is announced, the Division of Human Resources will work with the applicable Area Office team to announce the school principal opening via a letter on the school’s website. A video will be on the school’s website to provide information about the process with frequently asked questions. A leadership profile survey will also be posted on the school’s website to engage stakeholders in soliciting feedback on the leadership characteristics of the new principal for their school community.



# ADMINISTRATIVE PROCEDURE

## PRINCIPAL SELECTION PROCESS

4113  
Procedure No.

October 9, 2023  
Date

B. The Division of Human Resources will manage the principal selection process. The following procedures must be followed:

1. Advertising School Principal Pool Opening

Human Resources will advertise the principal pool opening starting the first Monday in October through December 31<sup>st</sup> of each academic year.

2. Applicant Prescreening

Human Resources will conduct the initial applicant prescreening and develop a list of candidates eligible for further consideration.

3. Leadership Screening

Eligible candidates from the applicant prescreening will participate in principal leadership exercises as organized by Human Resources.

4. First Round Interview

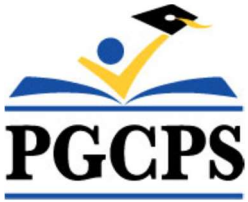
a. A committee comprised of representatives from the district’s Area Office, and the divisions of Human Resources, Accountability, and Academics, will develop an eligible candidate pool based on the candidates’ credentials, experience, and scores obtained from the leadership screening exercises. Human Resources will maintain this eligibility list based on the needs of PGCPS for two academic years.

b. Eligible candidates in the PGCPS Aspiring Leadership Program for Students Success (ALPSS) and individuals in a Superintendent-approved “acting” principal role are exempt from the First Round Interviews. Eligible candidates from the ALPSS and in an acting principal role will advance to and participate in school specific interviews set forth in section V.B.5.

5. Second Round Interviews: School-Specific Panel

a. A second committee will convene to interview selected candidates from the principal pool. This committee/interview panel is comprised of:

1) representatives from Human Resources;



## ADMINISTRATIVE PROCEDURE

### PRINCIPAL SELECTION PROCESS

4113  
Procedure No.

October 9, 2023  
Date

- 2) the Associate Superintendent from the area office;
- 3) the school-specific Instructional Director (ID);
- 4) no more than four faculty members from the school, which may be drawn from the school's Facility Advisory Committee (FAC) members;
- 5) two support staff from the school;
- 6) four school-specific community members; and
- 7) two high school students from the school for high school panels.

- b. The ID requests individuals from the school community to submit their name if interested in participating on the interview panel.
- c. Each interview panel member will have the opportunity to provide their recommendation to the Superintendent for consideration of a third round interview.

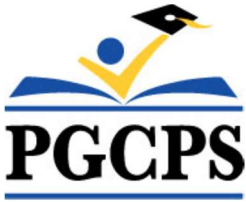
#### 6. Third Round Interview

The Chiefs of School Support and Leadership and Human Resources will consider candidates recommended from the school-specific panel interview and make a final recommendation to the Superintendent for consideration.

7. The Superintendent will present the candidate of choice to the Board of Education (Board). See Administrative Procedure 4112.3.
8. If the Board approves the appointment of the candidate, Human Resources will notify the candidate of the Board's approval.
9. The Associate Superintendent/school-specific ID shall notify the school community of the principal selection after approval by the Board and the candidate's final acceptance of the offer.

#### B. The Superintendent reserves the right to:

1. Place a candidate in an Acting position up to 6 months (180 days) if the permanent employee is absent or in extenuating circumstances as determined by the Superintendent; and
2. Select a candidate outside the scope of this administrative procedure based on the needs of the school system, including the discretion to make instructional leadership transfers. Such decisions shall be made in compliance with Board



# ADMINISTRATIVE PROCEDURE

## PRINCIPAL SELECTION PROCESS

4113  
Procedure No.

October 9, 2023  
Date

Policy 0125 and Administrative Procedure 4170.

VI. **MONITORING AND COMPLIANCE:** The Chief of Human Resources will annually review a random selection of principal candidates' folders to ensure compliance with this administrative procedure.

VII. **RELATED PROCEDURES:**

Policy 0125 – Nondiscrimination

Policy 4112 - Appointment of Personnel

Administrative Procedure 4112.3 – Appointment of Personnel

Administrative Procedures 4170 – Discrimination and Harassment

VIII. **LEGAL REFERENCES:**

Annotated Code of Maryland, Education Article §§ 4-103, 4-205, 6-201

IX. **MAINTENANCE AND UPDATE OF THIS PROCEDURE:** This administrative procedure originates with the Division of Human Resources and will be updated by that office as necessary.

X. **CANCELLATIONS AND SUPERSEDES:** This administrative procedure cancels and supersedes Administrative Procedure 4113, dated February 6, 2023.

XI. **EFFECTIVE DATE:** October 9, 2023.