

**Jeffco Public Schools**

**Principal Hiring Process**  
**2007 – 2008**

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*New Internal Applicants and External Applicants*

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*Transfer Process for All Current Principals in Jeffco*

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*Option Schools and Outdoor Lab Schools*



## **Step 2: Screening Process**

- All applicants will be “paper screened” by the Community Superintendent Team based on specific criteria related to school leadership and district needs.
- Reference checks will be conducted for outside applicants during the screening process.
- Community Superintendent Team will conduct paper screening, reference checks, screening interviews, and create a pool of candidates for openings in Jefferson County.
- The Confidential Reference Profile will be sent to the applicant’s current supervisor by the Community Superintendent’s office after the paper screening process.
- Additional screening interviews may occur as needed when additional candidates submit applications or unexpected openings occur.

## **Step 3: Placement Process**

- Throughout the hiring season, Community Superintendents will meet with school communities to determine specific needs for each opening.
- The Community Superintendent will form a School Community Committee to collaborate with the Community Superintendent and/or Executive Director of School Management in recommending a final selection for each school. At least one member of the committee shall be a minority, or the Community Superintendent will appoint an additional minority representative to the committee. The committee shall include:
  - At the Elementary and Middle Levels:
    - 2 Licensed Staff Members
    - 1 Classified Staff Member
    - 2 Parents
    - 1 Principal from the Articulation Area
    - 1 Principal from the Same Level as the opening
  - At the Senior High Level:
    - 3 Licensed Staff Members
    - 1 Classified Staff Member
    - 3 Parents
    - 1 Principal from the Articulation Area
    - 1 Principal from the Senior High Level
    - 1 Student
- Filling specific school openings can occur in three ways through collaboration with the School Community Committee:
  - The Community Superintendent could recommend to the Superintendent that a current principal be placed in the opening (see transfer process).
  - The Community Superintendent could recommend to the Superintendent that a candidate from the pool be placed in the opening.
  - The Community Superintendent could identify a group of candidates including new applicants from the candidate pool and transfer applicants to be interviewed by the School Community Committee. The Community Superintendent will recommend one or more candidates to the Superintendent.

## **Step 4: Final Interviews**

- **The Community Superintendent and/or Executive Director of School Management and the School Community Committee will interview the candidates selected by the Community Superintendent.**
- **The Community Superintendent and/or Executive Director of School Management in collaboration with the School Community Committee will make a final recommendation for one or more candidates to the Superintendent.**
- **The Superintendent will conduct final interviews before any candidate is offered a position.**
- **The Community Superintendent will inform the candidate of his/her selection.**
- **The Community Superintendent will recommend the final candidate to the Board of Education.**
- **Employment Services will determine salary according to policy.**