



HIRING PROCESS: PVC Principal

1. Posting / Advertisement / Handling of Resumes: January 2018

- The District Office will issue the posting and advertise the position as needed on the On Line Application System (OLAS).

2. Screening of Applications

- Central office administrator(s) will screen applications on OLAS and select candidates for initial screening interviews.
- Central office administrator(s) and a building-level administrator will conduct screening interviews.

3. Committee Interview

- Interview committee comprised of: administrator(s), teachers, parents, board of education member(s), and students will conduct interviews and provide written feedback to the central office administration regarding each of the candidates.
- Finalists selected.

4. Lesson Observation

- Finalists observe a lesson accompanied by central office administrator(s).
- A lesson debrief follows, along with an additional interview as well as building tour(s).

5. Reference Checks

- Central office administrator(s) will complete 3 reference checks on finalists.

6. Resolution: May/June 2018

- The district office will prepare a BOE resolution to appoint the candidate. (Candidate invited to attend BOE meeting)**
- The district office will notify unsuccessful finalists and other candidates that they were not selected for the position

**Note: For the position of principal, two finalists will be interviewed by the board of education and a finalist will be identified by the board and superintendent in concert.