

Knox County Schools Procedures and Guidelines to Apply for an Administrative Position

The role of the school leader has changed significantly. The school leader's primary role is that of an effective instructional leader intently focused on improving teaching and learning efforts school wide. As such, a good principal works hard to ensure that they are doing what is best for their school community, prioritizing the needs of students.

Effective with the 2014-2015 school year, the process and procedure for selecting building level administrators for Knox County Schools changed. Anyone interested in applying for an administrative position (assistant principal, principal, instructional supervisor) will be required to successfully complete the ***New Leaders Assessment***. Candidates will be screened for credentials, performance, and competencies deemed essential to successfully lead a school.

The procedure and eligibility criteria to apply for an administrative position in Knox County Schools are detailed in the guidelines below.

If you are not currently a principal or assistant principal in the Knox County Schools:

- Individuals interested in applying for an administrative position must first complete an application via *SearchSoft*, our applicant tracking system. The web address for making application for employment with the Knox County School district is www.knoxschools.org. Follow the link to the Employment homepage.
- Once an application has been completed, the individual shall apply for an administrative position. A generic, system-wide posting for principal and assistant principal positions will be open on SearchSoft year-round. Interested applicants should "attach" their applicant to the generic principal and assistant principal opening.
 - On a weekly basis, the Human Resources Department will review all applicants who have applied for these two generic postings and determine which applicants need to be screened for the New Leaders Assessment.
 - The screening process requires the applicant to submit professional documentation, credentials, and supporting evidence and data of teacher effectiveness data (TAP, TEAM scores).
 - If the applicant does not meet the eligibility criteria via the screening process, (s)he will not proceed to the next step in this process, and that is having their name added to the list of eligible candidates to be interviewed for administrative vacancies.
- If selected to participate in the New Leaders Assessment, the applicant will receive an email confirmation from the Human Resources Department outlining all the details for attending the Assessment course.
 - The New Leaders Assessment is conducted bi-weekly and involves a full day assessment for selected applicants.
 - Candidates who complete the New Leaders Assessment will be provided with feedback on their performance with the required tasks.
 - If a candidate does not perform successfully in the New Leaders Assessment, (s)he will not be eligible to apply for an administrative position with the Knox County Schools for a period of ***two years***. After that two-year period, (s)he will need to complete the Assessment again and achieve a successful score/ranking to be considered for an administrative position.
- All candidates applying for an administrative position must have passed the School Licensure Leadership Assessment (i.e. Praxis).
- All out of district candidates, whether applying for a principal or assistant principal position, will be required to complete the appropriate New Leaders Assessment.
- It is the goal of the Knox County Schools that all individuals who serve in an administrative role to have successfully completed the New Leaders Assessment prior to becoming a school administrator.

If you are currently a principal in the Knox County Schools:

- Current Knox County School principals will **not** be required to complete the New Leaders Assessment. However, current principals are encouraged to indicate their interest in changing school locations by applying to either the generic principal job posting for 2015-2016 and/or applying to the specific principal opening in which they are interested.
 - Those current principals who apply for vacancies via SearchSoft will be given first consideration for these opportunities.

If you are currently an assistant principal in the Knox County Schools:

- Current assistant principals who are interested in a promotion to a principal position should apply for vacancies via SearchSoft principal and will be required to successfully complete the New Leaders Assessment.
 - Current assistant principals who wish to be considered for placement in another building need only to complete the SearchSoft application for vacancies in which they are interested.
- Candidates who have completed the Leadership Academy Fellows program and wish to apply for a principal position must successfully complete the New Leaders Assessment.
 - Leadership Academy Fellows in the 2014-15 cohort who wish to be considered for an assistant principal vacancy need only complete the SearchSoft application.

Please note: The procedure and eligibility criteria for applying for an administrative position are broad guidelines developed by the Knox County Schools Human Resources Department, in consultation with the Superintendent, the Curriculum and Instruction and Accountability Departments, to assist with implementation and organizational decisions. The criteria detailed therein are an attempt to address how the program guidelines should be applied. It is not possible to address every situation or circumstance under these guidelines; therefore, the administration reserves the right to amend and or make decisions regarding this procedure on an as needed basis. Knox County Schools will make every effort to ensure that all employees are treated fairly and equitably. Please contact the Human Resources Department at (865) 594-1929 regarding any questions about the New Leaders Academy.