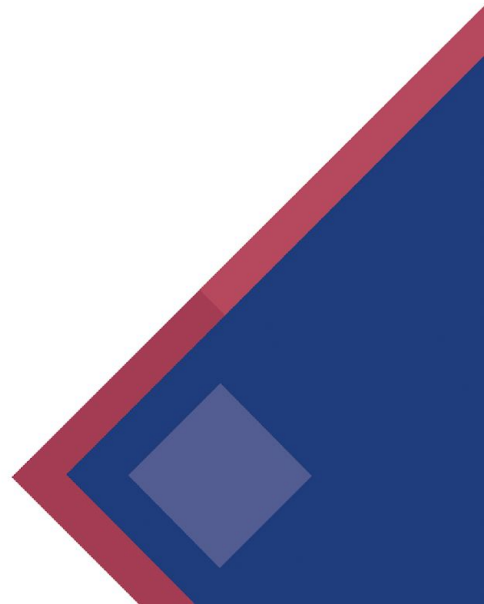# Knox County Schools School Leader 2022 - 2023 Selection Process

Principals (Slides 3,4, 8)

Assistant Principal (Slides 5,6, 9)

Assistant Administrators (Slides 7 & 10)

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For Principal Vacancies Known Prior to June 1*

| Centralized Pool Posting | School Specific Panel Posting | Candidate Recommendation |

- Centralized post goes live at end of November
- HR team screens candidates – see Principal Pre-Interview Screening Form (Slide 8)
- HR Team – Executive Director (Ops or Talent), HR Supervisor, Regional Director, Regional Supervisor
  - Only Principal, Assistant Principal, or Supervisor can be considered.
- Team meets once per month prior to March 2023; beginning March 2023, team meets once per week, or as needed

- Specific principal vacancy posted for 5 days
- Distribute survey to community and staff; Consider survey results
- Top 3 candidates advanced to panel interview: Executive Director (Ops or Talent), HR Supervisor, Regional Director/Supervisor, Asst. Superintendent (Academics or Student Success)

- Panel advances a recommendation to Superintendent for approval

The Superintendent reserves the right to transfer or reassign any sitting head principal to a different head principal position.

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For Principal Vacancies Known after June 1*

Centralized Pool Posting	Panel Interview	Candidate Recommendation

Centralized Pool Posting

- Centralized post goes live at end of November
- HR team screens candidates – see Principal Pre-Interview Screening Form (Slide 8)
- HR Team – Executive Director (Ops or Talent), HR Supervisor, Regional Director, Regional Supervisor
  - Only Principal, Assistant Principal, or Supervisor can be considered.
- Team meets once per month prior to March 2023; beginning March 2023, team meets once per week, or as needed

Panel Interview

- Distribute survey to community and staff; Consider survey results
- Top 3 candidates advanced to panel interview: Executive Director (Ops or Talent), HR Supervisor, Regional Director/Supervisor, Asst. Superintendent (Academics or Student Success)

Candidate Recommendation

- Panel advances a recommendation to Superintendent for approval

The Superintendent reserves the right to transfer or reassign any sitting head principal to a different head principal position.

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For Assistant Principal Vacancies Known Prior to June 8*

Centralized Pool Posting	Panel Interview	Candidate Recommendation

- Centralized post goes live at end of November
- HR team screens candidates – see Assistant Principal Pre-Interview Screening Form (Slide 9)
- HR Team – Executive Director (Ops or Talent), HR Supervisor, Regional Director, Regional Supervisor
  - Only APs, AAs Instructional Coaches, Teachers with leadership positions can be considered.

- Specific Assistant Principal vacancy posted for five days
- Distribute survey to community and staff; Consider survey results
- Top 3 candidates advanced to panel interview: Executive Director (Ops or Talent), HR Supervisor, Regional Director/Supervisor, Building Principal, Asst. Sup.

- Panel advances a recommendation to Superintendent for approval

The Superintendent reserves the right to transfer or reassign any sitting assistant principal to a different assistant principal position.

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For Assistant Principal Vacancies Known after June 8*

Centralized Pool Posting	Panel Interview	Candidate Recommendation

Centralized Pool Posting
- Centralized post goes live at end of November
- HR team screens candidates – see Assistant Principal Pre-Interview Screening Form (Slide 9)
- HR Team – Executive Director (Ops or Talent), HR Supervisor, Regional Director, Regional Supervisor
  - Only APs, AAs Instructional Coaches, Teachers with leadership positions can be considered.

Panel Interview
- Distribute survey to community and staff; Consider survey results
- Top 3 candidates advanced to panel interview: Executive Director (Ops or Talent), HR Supervisor, Regional Director/Supervisor, Building Principal, Asst. Sup.

Candidate Recommendation
- Panel advances a recommendation to Superintendent for approval

The Superintendent reserves the right to transfer or reassign any sitting assistant principal to a different assistant principal position.

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For Assistant Administrator Vacancies

Centralized Pool Posting	Panel Interview	Candidate Recommendation

- Centralized post goes live at Mid- March
- HR team screens candidates – see Assistant Administrator Pre-Interview Screening Form (Slide 10)
- HR Team – Executive Director (Ops or Talent), HR Supervisor, Regional Director, Regional Supervisor

- Top 5 candidates advanced at a time.
- Interview: Principal of school with vacancy, Regional Supervisor or Director, and HR Supervisor or Director.

- Panel advances a recommendation to Regional Director for Approval

* The Superintendent reserves the right to transfer or reassign any sitting assistant administrator to a different assistant administrator position.
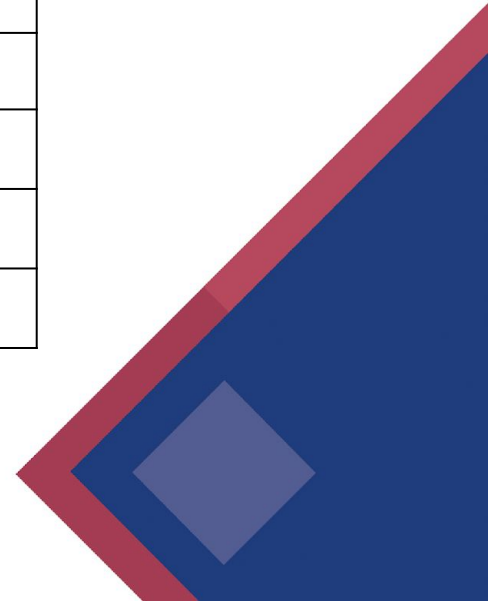
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Principal Pre-Interview Screening

Domain	Maximum Score
Work Experience	5
Degree	2
Performance	10
Gallup	5
Assessment Match to School Needs	5
Professional Learning	2
References	5
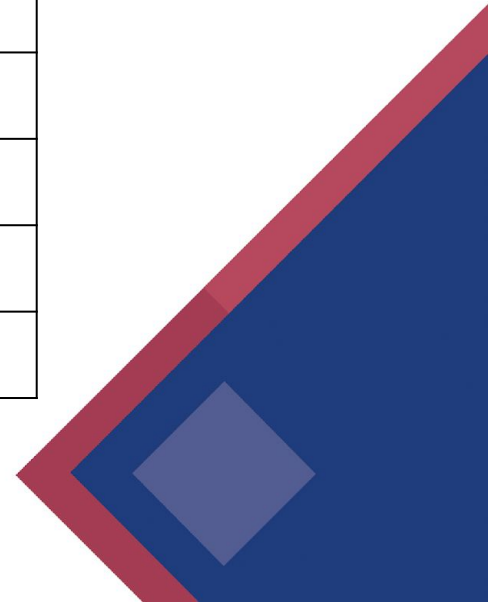
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Assistant Principal Pre-Interview Screening	
Domain	**Maximum Score**
Work Experience	5
Degree	2
Performance	10
Gallup	5
Professional Learning	2
References	5
New Leaders	5

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Administrative Assistant Pre-Interview Screening	
Domain	**Maximum Score**
Work Experience	5
Degree	2
Performance	10
Professional Learning	2
Teaching Experience	2