

### **Procedure for filling Principal Vacancies**

1. Each School Year a general “Secondary Principal” and “Elementary Principal” position will be posted as a vacancy
2. All applicants interested in any principal position must submit an application to this posting. There will no longer be a job opening posted for each school.
  - a. Exception: Employees currently serving in a Principal position are not required to submit an application, but may be considered for each vacancy pursuant to Board Policy C-133 (Employment and Transfers of Administrative and Supervisory Personnel)
3. Applications and resumes will be reviewed to ensure that certain criterion is met.
4. All applicants or candidates that meet the criteria will be required to complete either the New Leaders’ or Gallup Assessments (or both), if they have not already done so
  - a. Criteria required to advance to Gallup/New Leaders stage:
    - i. Valid Tennessee professional educator license with an administrative endorsement
    - ii. Master’s Degree, or beyond, in educational leadership/administration/supervision
    - iii. Applicant/candidate must be a current administrator (Principal or Assistant Principal), or have at least one year of experience as an administrator
5. The Gallup/New Leaders’ results will be taken into consideration (along with the application and resume) by a panel, who will then select which candidates will advance to a written response stage and then an interview stage. The Panel shall consist of Supervisory Staff as designated by the superintendent. Successful candidates from the panel interview will be recommended to advance to a final interview with the Superintendent
  - a. Criteria required to advance to written response stage:
    - i. Valid Tennessee professional educator license with an administrative endorsement
    - ii. Master’s Degree, or beyond, in educational leadership/administration/supervision
    - iii. Demonstrated record of performance that exceeds expectations
    - iv. Gallup scores and New Leaders’ scores will be considered
    - v. Applicant/candidate must be a current administrator (Principal or Assistant Principal), or have at least one year of experience as an administrator
  - b. Successful candidates will advance to the interview stage:
    - i. In addition to the above criteria, the written response will be considered in advancing candidates to the interview stage.
    - ii. The Panel will then recommend candidates to advance to the final interview with the Superintendent

Upon conclusion of the interview stage, the Superintendent will appoint, at his discretion, the successful candidates to positions to fit the needs of Knox County Schools. The appointments may be ongoing over the course of a school year.