

The Assistant Principal Pool Process FY 17

The School District of Lee County



Program Overview

**Entering the Assistant
Principal Pool
The Process**

STEP ONE:

Meeting the Qualifications

Assistant Principal Pool Minimum Requirements

- Three (3) years of effective and highly effective teacher ratings in all categories on the final performance evaluation
- At least 4 years of Teaching Experience
- Completion of Masters Degree in Educational Leadership or its equivalent
- Educational Leadership Certification

STEP ONE:

Meeting the Qualifications

Assistant Principal Pool Minimum Requirements

- Letter of Recommendation from Current Supervisor
- Complete EPI Inventory
- Apply to the Administrative Pool through the PeopleSoft application process located on the Human Resources' website: See ***Employment Opportunities.***

Employment Opportunities



CAREER OPPORTUNITIES
Published Weekly by the School District of Lee County
2855 Colonial Boulevard, Fort Myers, Florida 33966
Affirmative Action/Equal Opportunity Employer
<http://www.leeschools.net/careers>

Apr 22, 2017

Administrator

Job Open ID	Posting Title	Posting Type	Open Date	Close Date	Location	Phone
20170676	Pool - Assistant Principal	Internal/External	04/24/2017	05/07/2017	Human Resources	239-337-8147

STEP TWO: ASSESSMENTS

- Florida Leadership Standards Reflections
- Writing Assessment

Florida Leadership Standards

Domain 1:

Standard 1

Standard 2

Domain 2:

Standard 3

Standard 4

Domain 3:

Standard 5

Standard 6

Domain 4:

Standard 7

Standard 8

Standard 9

Standard 10

Florida Leadership Standards: Reflections & Artifacts

- Provide one STAR Reflection and one supporting artifact for each standard. The indicators under the standard need to be demonstrated through the reflection. The artifact needs to be your best example of support for your reflection.
- Please note: there are 10 standards. (See **Florida Principal Leadership Standards' Document.**)
- **STAR**
 - **Situation**
 - **Task**
 - **Action**
 - **Result**

Florida Leadership Standards: Reflections & Artifacts

- Standard 10: Professional and Ethical Behaviors – provide STAR Reflection only (no artifact needed).
- Rubric clarifies expectations for meeting/exceeding each Leadership Standard
- Scored by 2 - 3 administrators

Directions

Please include one artifact and one STAR Reflection for each standard listed under each domain (exception : no artifact for Standard 10, Professional and Ethical Behaviors)

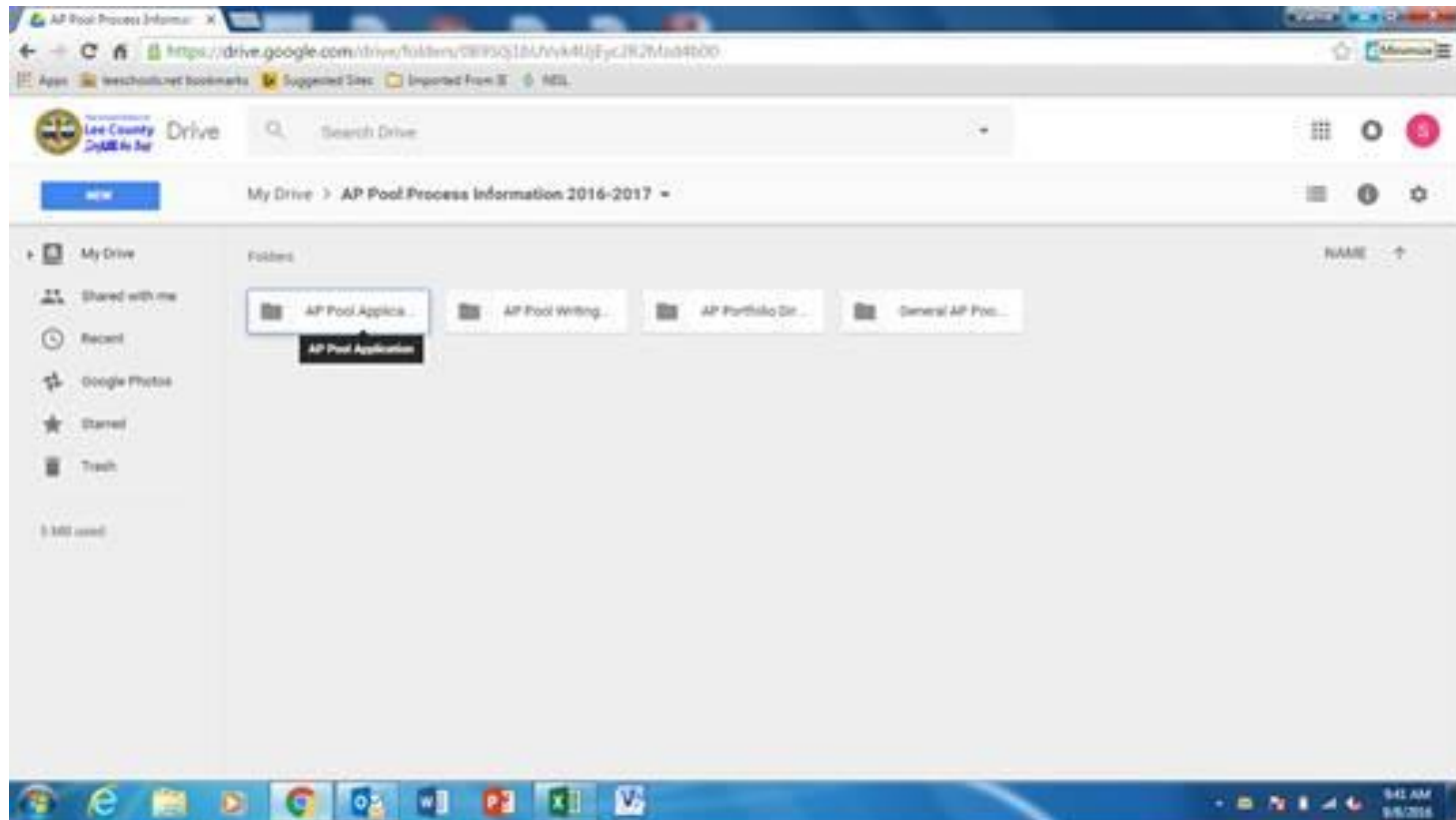
STAR Reflection: select an example from your experience that illustrates your understanding of the standard and the leadership skill(s) required of the Assistant Principal. Be sure it addresses the standard indicators.

Artifact: item that best supports your STAR Reflection

Directions

- **STAR Reflections – include your name and date at the top of page.**
- **Supporting artifacts must have the domain and standard labeled in the bottom right-hand corner, as well as your name. For example, Domain 1 Standard 1 should be labeled (1.1) followed by your name**
- **The reflections and artifacts are to be organized by Domain and Standards. These items are to be submitted electronically, via SharePoint. A Google Docs folder will be set up for you, upon meeting qualifications to the administrative pool, so that you may submit documentation.**

Google Docs



More Directions

Cover /Title slide must include the following information:

- **The School District of Lee County: Assistant Principals' Pool STAR Reflections & Artifacts**
- **Your name**
- **Your school's name**
- **Date submitted**

Be sure to...

- ➔ Create a simple cover page with required information
- ➔ Keep each STAR Reflection concise and on point
- ➔ Review to be sure the artifact chosen aligns to the corresponding domain and standard
- ➔ Proofread
- ➔ Have others proofread
- ➔ Submit on or before the due date

Reflections and Artifacts' Rubric

Florida Leadership Standards	EXCEEDS		MEETS		BELOW
1-Student Learning Results	5	4	3	2	1
2-Student Learning as a Priority	5	4	3	2	1
3-Instructional Plan Implementation	5	4	3	2	1
4-Faculty Development	5	4	3	2	1
5-Learning Environment	5	4	3	2	1
6-Decision Making	5	4	3	2	1
7-Leadership Development	5	4	3	2	1
8-School Management	5	4	3	2	1
9-Communication	5	4	3	2	1
10 – Professional & Ethical Behaviors	5	4	3	2	1

Writing Assessment

- One hour general writing prompt, which may include a memo, newsletter, article, letter, proposal, and E-mail
- One hour assessment to include a summary of a data set and recommendations to increase student achievement
- Scored by two or three administrators trained in writing holistic scoring
- Scored on content, organization, accuracy, and overall effectiveness

Assessment

- **Florida Leadership Standards Reflections and Artifacts**
- **Writing Assessment**

***Must receive a score of 3.00 or above
on each Assessment to move
forward to the Interview Process
(1 to 5 Rubric Scale)***

STEP THREE:

Interview

Interview Assessment

- Interviews: 2 - 4 interviewers; 2 – 3 teams
- Questions aligned with the Florida Leadership Standards
- Answer in STAR format
- Each question scored on a scale of 0 – 5

MOVING FORWARD

- Reflection on the assessment process
- Build on strengths
- Seek opportunities for development
- Look for mentoring and coaching from administrators
- Ask yourself how you could better communicate your expertise
- Continue to gain leadership experiences

Individual Leadership Development Feedback and Planning

- Reflection on past leadership development
- Reflection on Pool Process assessments
- Receive scores and feedback on Pool Process assessment results
- Identify leadership strengths and areas for further development

Requirements for Admittance into the AP Pool

- **Pass the FELE Exam**
- **Complete program and/or certification in Educational Leadership**
- **Submit paperwork to FLDOE to add Educational Leadership to Florida certification**
- **Receive Florida Professional Educator's Certificate showing Educational Leadership**
- **Submit copy of Florida Professional Educator's Certificate showing that Educational Leadership has been added to your certificate**
- **Pass the AP Pool assessments and activities**

You are on your way!

- Apply for Assistant Principal Positions, based on your interests and fit for a school
- Continue to develop your leadership skills and experiences
- Seek the coaching of an experienced leader to serve as a mentor to you
- Don't give up!

Patience and persistence are necessary skills!

Dates to Remember!

- Pool Closes September 19th
- Portfolio Uploading: September 7-22
- Writing Assessment: October 2
- Interviews: October 16
- * Dates are tentative and subject to change.

Questions

