Discussion Topics

Selection Process
Selection Schedule
Interview Preparation
Questions & Answers
Assistant Principal Selection Process

**WHAT?**
- **Rolling Job Posting**
  - Application submitted
- **Pre-Screen Applicants**
  - Application
  - Reference form
- **Skills Assessment**
  - Timed Writing Sample
  - Timed Data Sample
- **Central Office Interview**
  1. “Fit”
  - Behavioral interview
  - Role Play Simulation
- **School Interviews**
  2. “School Fit”
  - Behavioral interview Questions
  - Presentation on First 90 Day Plan
- **Final Interview**
  3. “FCS Fit”
  - Interview Questions
  - Approve candidate
- **Board Approval**

**WHO?**
- **Rolling Job posting**
  - Talent Management
  - Applicants
- **Application**
  - Applitrack
  - Talent Management
  - Area Executive Directors
- **Reference form**
  - Area Executive Directors
  - Applicants
- **Timed Writing Sample**
  - Area Executive Directors
  - Human Resources
  - Principals
  - Applicants
- **Timed Data Sample**
  - Area Executive Directors
  - Human Resources
  - School Representative
- **Behavioral interview**
  - Area Superintendents
  - Deputy Superintendent of Academics
- **Role Play Simulation**
  - Area Executive Directors
  - Human Resources
  - School Representative
- **Presentation on First 90 Day Plan**
  - Area Superintendents
  - Deputy Superintendent of Academics
  - School Board
- **Interview Questions**
  - Area Executive Directors
  - Human Resources
  - School Representative
- **Approve candidate**
  - Area Executive Directors
  - Human Resources
  - School Representative
- **Board Approval**
  - Area Executive Directors
  - Human Resources
  - School Representative

UPDATED AUGUST 2015
Initial Application Screening
Minimum Requirements for Moving Forward

- Master's Degree in Education, Educational Administration, or a related field
- Qualifying GACE exam score**
- Must hold a clear renewable or be eligible for a Georgia provisional Leadership Certification*
- Minimum of 3 years of Certified School Experience
- Resume

* (1) A Masters or Specialist Degree and (2) experience in a school-based leadership role are requirements for a Georgia clear renewable Leadership Certification.
** Completion of the GACE Ethics exam or a qualifying GACE score—which can be taken at any time—is required to pursue the Tier I and Tier II Leadership Certification levels.
Assistant Principal Selection has 3 central components

1. **Assistant Principal Fit**
   *Competencies, Presence, Readiness*

2. **School Fit**
   *Meets School Leadership Needs Meets Your Career Desires*

3. **Fulton Fit**
   *Aligned With District Direction and Leadership Expectations*
1. AP Fit - Central Office Interview

Past Behavior as a predictor...

One 30 minute behavioral interview

- Specific questions that ask what the person **has done** in past roles that are relevant to the new role
- Learn how candidate has actually behaved instead of making decisions based on “hypothetical” or “gut feelings”
- Examples of questions:
  "Give me an example of...."
  "Tell me about a time when you...."
  "Describe a situation where you...."
  "Explain how you...."

Demonstrative capability...

Review generic school data

- Candidate will be given 30 minutes to prepare for a role play situation.
- Candidate will lead a 15 minute discussion on key themes identified and recommendations with “team” – interviewers

**NOTE:**
Candidates will be considered in the “pool’ only **after** successful completion of the Central Office Interview
When a vacancy exists, the Area Executive Director and School Principal will select 2-4 candidates from the “pool” for a school interview.

- Interviews will include Behavioral Interview Questions
- “90 Day Plan” presentation will give the candidate the opportunity to discuss critical themes associated with the school
- Interviewing team may include:
  - Principal
  - Administrative Staff and Teachers (*possibly*)
  - Area Executive Director
  - HR Staffing Director
3. Fulton Fit – Deputy Superintendent

In the FCS fit interview, each candidate will have the opportunity for a 1x1 interview with Fulton County Schools’ Deputy Superintendent of Academics, which assesses:

- Readiness for the Assistant Principal Position
- Fit within FCS Vision and Values
- Area Superintendent or Area Executive Director will accompany each candidate through this interview stage
Leadership Pool Selection Schedule
General Timeline Guidance

Typical Candidate Flow

Planning, Communication and Outreach
ONGOING

Candidate Interest and Application Window
*NOW ROLLING*

Application Screening and Interviews
GENERALLY FALL, SPRING, SUMMER

Central Office Interviews and Final Selection
GENERALLY FALL, SPRING, SUMMER

Key Changes from Prior Years:
Application is now a Rolling Process
Screens and Interviews occur at Scheduled Intervals based on existing staffing conditions
Preparing for the Interview

Key “Look-For’s”

During the Selection Process, the Talent Team and Interviewers are continually assessing candidates on the district’s leadership competencies.

A candidate should positively represent themselves through key look-for’s:

Leadership Essentials
Questions
Contact us...

Talent Management Team

Arthur Mills IV
Executive Director, Talent Management
(470) 254-5522
millsa@fultonschools.org

Ryan Moore
Coordinator, Talent Management
(470) 254-1007
mooregr@fultonschools.org