**Align Selection Process to Leadership Framework**

**Step 1:** Revise executive principal job description to reflect newly articulated role of executive principal, specifically expanding job summary, responsibilities, and indicators of success

**Step 2:** Align selection rubrics to leadership framework look-fors and determine acceptable evidence of those look-fors

**Step 3:** Ensure selection activities allow for the authentic demonstration of leadership framework look-fors

**Step 4:** Communicate new/updated selection process with stakeholders

***What is the goal?***

The goal of aligning the selection process to the leadership framework is to ensure that the processes used to recruit, hire, and match principals are grounded in the district’s leadership vision.

***Why is it important?***

Principals and Executive Directors are best positioned to be lead implementers of the leadership framework. Developing their capacity will promote common behaviors and high-value actions by leaders district-wide.

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| Steps | Guiding Questions | Resources |
| 1. Revise executive principal job description to reflect newly articulated role of executive principal, specifically expanding job summary, responsibilities, and indicators of success
 | * Who will be involved in the revision process?
* What current job description content will be leveraged?
* As the needs of the district evolve, how will those changes be incorporated in a job description?
* What principal responsibilities can be shifted to other roles within the school and district?
* How will adjustment to the new role be prioritized for principals?
* How will roles and capacity at central office change?
 | [A New Role Emerges for Principal Supervisors](https://www.wallacefoundation.org/knowledge-center/Documents/A%20New%20Role%20Emerges%20for%20Principal%20Supervisors-Executive%20Sumary.pdf)[The Changing Role of the Principal: How High-Achieving Districts Are Recalibrating School Leadership](https://cdn.americanprogress.org/wp-content/uploads/2014/06/PrincipalPD-FINAL.pdf) |
| 1. Align selection rubrics to leadership framework look-fors and determine acceptable evidence of those look-fors
 | * Have look-fors/evidence been calibrated for roles across the district?
 | [Building a Stronger Leadership](https://www.wallacefoundation.org/knowledge-center/Documents/Building-a-Stronger-Principalship-Vol-5-The-Principal-Pipeline-Initiative-in-Action.pdf)  |
| 1. Ensure selection activities allow for the authentic demonstration of leadership framework look-fors
 | * Does the selection activities consider an equity lens?
* Have interview questions been revised to reflect the changes of the job description?
* Have interviewers been calibrated on the new process?
 | [Lacking Leaders: The Challenges of Principal Recruitment, Selection, and Placement](https://fordhaminstitute.org/sites/default/files/publication/pdfs/lacking-leaders-challenges-principal-recruitment-selection-and-placement-final.pdf)[Improved Principal Hiring](https://tntp.org/assets/documents/TNTP-ImprovedPrincipalHiring-Final.pdf) |
| 1. Communicate new/updated selection process with stakeholders
 | * How will communication be differentiated across district and school leaders?
* What will training look like for interviewers involved in the selection process?
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**Things to Consider:**

Of the recommended steps, which is most adaptable to your current process?