HIRING PHILOSOPHY

Pflugerville Independent School District believes that effective campus-level leadership is vital to students and of great importance to teachers. The District seeks current and aspiring leaders who are fully committed to providing an outstanding education for all students.

APPLICANT POOL

The Human Resources Department will post Pool information in February of each year. This will assist in the early identification of potential candidates. There may not be any current administrative openings in the District at the time of posting. However, those individuals who are selected as a result of the screening process will be granted interviews and will be considered potential candidates for future openings. Current District employees who are interested in promotion opportunities should apply to the appropriate pool.

All applicants for the assistant principal pool are required to complete an application through the District's on-line application system. The applicant pool will close in late March.

SCREENING PROCESS ASSISTANT PRINCIPALS

The Human Resources Department will review all applications and will eliminate candidates based on lack of qualifications according to priorities identified by the District and the campus principal. Dates for screening and interviews will be determined as soon as job is posted; these dates will be no sooner that the 11th day after the posting.

Depending on the level, either the secondary or elementary director of staffing will coordinate the identification of a five or more member screening committee to review applications and select candidates for further consideration. This committee will be comprised of the principal, the respective assistant superintendent for that learning community, the respective staffing director, other campus administrator (if appropriate), and at least one director representing a special population. Additional central office and/or campus personnel will also be included.

All members of the screening committee will sign the confidentiality agreement prior to reviewing applications.

Interview candidates will be selected by the consensus of the screening committee. The campus will contact the selected candidates to schedule interviews.

INTERVIEW COMMITTEE

The respective staffing director will coordinate the identification of a committee to interview the applicants selected for interviews. The committee will consist of the following:

1. Principal
2. Assistant Superintendent or designee

3. Staffing Director
4. Additional campus administrator
5. Special Populations Director

Note: Additional central office and or campus personnel may also be included. Consideration should be given to ensure that the interview committee reflects the diversity of the student body and instructional programs offered on the campus. *The screening committee will also serve as the interview committee.*

INTERVIEW PROTOCOL

The principal along with the assistance of the assistant superintendent designs the interview protocol, including the in-box activity and oral-response questions. The appropriate staffing director will review all interview protocols prior to interviews commencing.

CANDIDATE PROFILE

The interview committee members will complete a candidate profile. The committee as a whole will indicate the strengths and weaknesses of each of the candidates and make a recommendation regarding further consideration.

RECOMMENDATION TO THE SUPERINTENDENT

Qualified candidates who are recommended for consideration by the Superintendent must:

1. Have three favorable reference checks (with one reference being from a current supervisor).
2. Have successfully completed a criminal background check.

The recommended candidates will meet with the Superintendent for final selection.

EXTENDING OFFER

The executive director of human resources will prepare the salary offer and extend the offer of employment to the selected candidate. The staffing director will facilitate the new hire transition process.