

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 6.23(3)
FILLING PRINCIPAL VACANCIES**

(a) AUTHORITY OF THE SUPERINTENDENT

1. When a principal position is vacated or newly created, the Superintendent will determine if the position is to be filled by appointment or through the interview process. It is the goal of the district to involve the school and surrounding community when filling principal vacancies. There may be times when the Superintendent will deem it necessary to fill a principal vacancy through appointment instead of through the interview process. Once the Superintendent has determined to fill the principal vacancy through the interview process, it is the expectation that one of the recommended candidates from the interview process will be nominated by the Superintendent to fill the principal vacancy; however, the Superintendent will maintain the final authority for the recommendation. The Superintendent will have the authority to assign or nominate for appointment an individual to fill a principal vacancy, in lieu of advertising the vacancy, for the following reasons:

- a. the best interests of the district;
- b. organizational needs;
- c. specialized requirements of the position;

2. Such appointments are subject to verification of possession of the appropriate licensure and at least two years of administrative experience.

(b) SELECTION THROUGH INTERVIEW PROCESS

1. Advertising Principal Vacancies

a. The Office of Human Resources will advertise all principal vacancies that will be filled through the interview process. A focus on diversity among qualified candidates will be a continuous goal in all advertising. In addition, job announcements will be shared with all MPS employees via the Thursday Updates publication or other MPS communication tool.

b. After the published deadline, no additional applications will be accepted; however, the Office of Human Resources will have the discretion to extend the posting period or to reopen the application process if it determines that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunity and affirmative action.

2. Submission of Applications

Any individual interested in being considered for an advertised principal vacancy must complete and submit an official application form, along with any other information, as determined by the Administration, which will establish the individual's eligibility as principal candidate for the specifically advertised vacancy. Applications submitted after the advertised application deadline will not be considered. At the conclusion of the selection process, applications of unsuccessful candidates will be archived. A separate application must be submitted for each vacancy.

3. Screening of Applications

a. The Department of Talent Management in the Office of Human Resources will conduct an initial screening to determine if the applicants meet the following minimum qualifications. In order to be considered, applicants must provide evidence of their qualifications.

- i. an earned master's degree;
- ii. a Wisconsin principal's license at the time of appointment;
- iii. five years' successful professional fully-licensed education experience (including a minimum of three years' teaching experience);

- iv. at least two (2) years of successful school administrative/supervisory experience in a K-12 setting; or successful completion of a district-approved resident assistant principal program.
 - v. satisfactory performance evaluations for the past three years;
 - vi. three letters of recommendation (not more than one year old) for the position of principal, two of which must be from school administrators or district-level administrators. Each letter must be signed by its author;
- b. The Office of Human Resources will also verify the professional training and official transcripts from issuing institutions and conduct reference checks of all eligible candidates for principal vacancies.

4. School Interview Panel

a. When a principal vacancy that is to be filled through the interview process exists at a school, a School Interview Panel will be created for the purpose of interviewing eligible candidates provided by the Department of Talent Management. The school engagement council's chair (excluding any administrative applicants), consistent with the Boards' commitment to having school constituencies elect their own representatives to the school interview panel, will act as the contact person for each constituent group listed below regarding its individual elections for representation on the School Interview Panel. The school engagement council's chair will forward the names of the elected members of the School Interview Panel to the Office of Human Resources, Department of Talent Management. The panels must be representative with regard to race and gender. All school-based employees that fall under the employee groups identified in b. below are eligible to participate on school interview panels.

- b. The School Interview Panel must consist of the following members:
- i. two regular education certificated employees, (including, but not limited to teachers, speech pathologists, and school counselors), to be chosen by an election conducted by the MTEA building representatives when more than two certificated employees volunteer;
 - ii. one certificated special education employee (including, but not limited to the following employee groups: special education teachers, psychologists, , OTs/PTs, and social workers), as chosen by those employees;
 - iii. one administrator (a current principal serving in a similarly-situated school, retired principal, or assistant principal from school with a minimum of five (5) years of successful experience);
 - iv. one classified staff member (secretary, engineer, educational assistant, etc.), as chosen by the classified staff;
 - v. two parents from the school (not employed by the school), as chosen by the parent organization;
 - vi. one school engagement council member (not an MPS employee), as chosen by the engagement council, or an active member of the local community.
- c. Each interview panel shall receive training in proper interview techniques. The Department of Talent Management, in consultation with the Employee Rights Administration Department (ERAD), shall oversee such training. The Department of Talent Management shall ensure that the interview process is conducted in a fair and valid manner, consistent with generally accepted personnel practices. A member from the Department of Talent Management will assist the Interview Panel during the actual interviews.
- d. The Interview Panel will recommend to the Superintendent three (3) of the individuals finalists interviewed (in no rank order) to advance to the second round of interviews with the

Superintendent or his/her designees. The Panel will also include a listing of the strengths and weaknesses for each of the three individuals as they relate to the particular needs of the school and its Educational Plan along with the rationale for selecting the individual.

6. Final Selection Process

- a. Upon presentation of the three (3) individuals by the School Interview Panel, the Superintendent will either:
 - i. select one candidate from the list of finalists and recommend this candidate to the appropriate Board committee for appointment; or
 - ii. direct his designee(s) to conduct a second round of interviews with the three individuals recommended by the School Interview Panel. Two of the individuals will then be recommended to the Superintendent for a third round of interviews with the Superintendent, ultimately recommending one candidate to the appropriate Board committee for appointment;; or
 - iii. reject the individuals recommended by his designees and direct the Chief of Human Resources to begin a new search. The Superintendent may also choose to fill the position by nomination for appointment in lieu of a new search.

History: Adopted 11-11-88; Revised 4-23-92; 6-18-97; 3-30-99; 9-30-04; 5-10-05; 1-25-07; 10-26-17; 06-30-22
Cross Ref.: Admin. Policy 6.23 Recruitment and Hiring: Staff