1.0 SCOPE:

1.1 This procedure describes how a principal transitions out of a building and how a new principal transitions into the school building.

2.0 RESPONSIBILITY:

2.1 IIO

3.0 APPROVAL AUTHORITY:

3.1 CHRO

4.0 DEFINITIONS:

4.1 CHRO – Chief Human Resources Officer

4.2 IIO – Instructional Improvement Officer

4.3 HR – Human Resources

5.0 PROCEDURE:

5.1 Principal submits letter of resignation to the HR office or a decision is made to transfer a principal.

5.2 Within approximately five business days of receipt of letter or transfer decision:

5.2.1 HR office or superintendent notifies Instructional Improvement Officer of the vacancy and a planned date for a public announcement, especially in the case of a retirement that the principal is not ready to announce. Whenever possible, the announcement of a principal change should be delayed until after end of year testing, to minimize distracting the staff from concentrating on student achievement.

5.2.2 The Instructional Improvement Officer (or Human Resource staff) and the principal make a formal announcement together to the staff regarding the resignation or reassignment. (except for a later projected date in the case of a retirement that the principal is not ready to announce).

5.2.3 The Instructional Improvement Officer (or Human Resource staff) and principal together send a brief ConnectEd message and a letter to parents announcing the principal’s resignation, retirement or reassignment.

5.3 After public announcement above, position is posted as a vacancy on the website (except in the case of a delayed public announcement, in which the vacancy is posted as a generic principal vacancy without identifying the specific school).

5.4 Within approximately five business days after that announcement to staff, the Instructional Improvement Officer (or Human Resource staff) convenes the school-based Leadership Team in the absence of the principal and uses a scripted process* to determine the traits, attributes, expectations and concerns that the new principal needs to address, and which may impact the selection by the district of the next principal. A written summary of that feedback is provided to the Chief Human Resources Officer immediately following that meeting (same day as meeting held).
5.5 The Chief Human Resources Officer provides written summary to the Cabinet for review except when there is an urgent need to immediately appoint a principal without cabinet review.

5.6 New principal is selected after appropriate personnel steps have been implemented (screening, interviewing, input from IIO, reference checking, criminal records checks, board action, etc.) As soon as the new principal decision is made, the IIO is notified by either the superintendent or HR via cell phone or urgent email. The IIO will notify and/or meet with the school staff to announce the appointment before or simultaneous with making a public announcement of the appointment, including posting a personnel recommendation for principal of that school to the board.

5.7 The Instructional Improvement Officer and the resigning or transferring principal gather school-based data and meets with the incoming principal to provide a comprehensive review of the following (and the source):

5.7.1 Disaggregated end of course or end of grade results by grade level, content area, and subgroups (Research & Accountability)

5.7.2 Benchmark data by teacher (Research & Accountability)

5.7.3 School Improvement Plans and AYP Plans (district website)

5.7.4 Student and teacher attendance data (school SIMS operator)

5.7.5 Student discipline referrals by teacher (office of principal)

5.7.6 Teacher concerns regarding discipline, instruction, management, etc. (LT input, IIO, teacher working conditions survey)

5.7.7 Professional development plan (Title I plan, LT, IIO)

5.7.8 Evaluation process/ cycle for all certified and classified staff (HR)

5.7.9 Other (SAT data -R&A , Value Added Data-HR)

5.8 Incoming principal is introduced to the faculty by the Instructional Improvement Officer (or representative from the Human Resource Staff).

5.9 Incoming principal and Instructional Improvement Officer review all pertinent data (#7) and complete a principal success matrix to determine principal, staff and faculty strengths and needs, specific staff, parent or student concerns and issues that will need to be addressed, and action items to be completed by the principal and IIO to ensure early success for the principal and school during the principal’s first year at that school, including scheduling and staffing.

5.10 A week prior to the last day at that school, and before receiving a final paycheck in that position, the outgoing principal, with the Instructional Improvement Officer, will complete a principal transition checklist as the following tasks are completed:

5.10.1 Make arrangements to transfer the keys to the building to the incoming principal.

5.10.2 Provide and brief the principal on use of blackberry, laptop, and other school technology available to principal.

5.10.3 Provide a tour of the facility and grounds.

5.10.4 Provide security code information to new principal; explain the fire alarm activation and disarming, etc.
Principal submits letter of resignation or transfer is made.

Within approximately five days of receipt of the letter or transfer:

- Instructional Improvement Officer is notified.
- IIO and Principal make the formal announcement.

IIO and Principal send a ConnectEd message to the parents.

After public announcement the vacancy is posted on the website.

IIO and or HR convenes the School Leadership Team to determine the needed traits for a principal.

The CHRO provides written summary to the Cabinet.

Principal is selected.

IIO and outgoing principal gather school-based data.

Disaggregated EOC or EOG data.

Benchmark data

SIP and AYP plans

Student and Teacher attendance data

Teacher concerns

Discipline referrals

Professional Development Plan

Evaluation Process

Incoming Principal is introduced to the faculty by the IIO of HR

Incoming Principal and IIO complete Success Matrix

IIO and incoming principal complete transition checklist.

Arrangement to transfer keys are made

Brief new principal on technology

Tour Facility

Provide security code information

END
* A sample script for seeking input from School Improvement Team:

“Selecting a new principal is a complex process. As a district, we are constantly seeking new leaders. We already have a pool of principal candidates we are considering for this school and, like you, we are anxious to make that appointment as soon as possible. However, we need your input about what kind of leadership this school needs for two reasons: one is to either confirm we have a good candidate or to keep looking. The second is that regardless of who is selected, the new principal needs to know what you expect: what qualities or characteristics are important to you in a new principal, and what problems or concerns you think the new principal needs to address.”

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

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<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
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8.0 REVISION HISTORY:

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<tr>
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<td>A</td>
<td>Initial Release</td>
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<tr>
<td>9/27/2007</td>
<td>B</td>
<td>Flowchart Added</td>
</tr>
<tr>
<td>08/05/2008</td>
<td>C</td>
<td>5.4 in the absence of the principal added</td>
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*** End of procedure ***