



February 8, 2021

Dear View Ridge Elementary School Staff and Community--

Effective school leadership is essential to the success of a school. Great schools need high-quality principals. In Seattle Public Schools we use a multi-stage selective hiring and placement process to match principal candidates' competencies and attributes with our school needs to achieve the best match possible. We are beginning the process of identifying the next principal for View Ridge Elementary School. Interviewing and hiring a new principal is a remarkable process that we highly value. It includes the opportunity for representatives of the school staff and community to provide input into Superintendent Juneau's final decision on the candidate she feels will be the best leader for Seattle Public Schools and your school community via a School Leader Attributes Survey as well as a representative site-based **School Interview Team**. Below is information that will help you understand the principal hiring process that Seattle Public Schools uses as it works to recruit and retain the best school leaders as well as to match potential candidates' leadership attributes connected to the SPS School Principal Attributes, the [Association of Washington State Principals \(AWSP\) Leadership Framework 3.0](#), and the [School Leader Paradigm](#) Attributes.

Beginning in December, Seattle Public Schools advertised for applicants to apply to a pool of qualified candidates for school principal. Those external candidates who meet minimum qualifications and who pass a rigorous in-person interview are placed into the pool. Current Seattle principals, assistant principals, and candidates from our Aspiring Principal Academy are automatically placed in the pool. From there, these candidates have an opportunity to apply for any of the open school positions posted. The Human Resources (HR) team recommends applications for specific schools to the Executive Director of Schools and the Directors of Schools, who review each site's applicants and invite top candidates to be interviewed by site-based teams.

The following are the guidelines Seattle Public Schools uses when hiring a principal:

- The Superintendent has final hiring authority and may appoint or move a principal (or assistant principal) at any time.
- Per the Collective Bargaining Agreement with our principals' association, we consider any expressed desires by principals and assistant principals for horizontal or vertical movement. The Executive Director of Schools and the Directors of Schools review the requests and can make recommendations to the Superintendent if they feel a person is a strong candidate for the needs of the system or the needs of a building.
- If the Superintendent does not make an appointment or transfer, the HR department posts the position. When that happens, a hiring team led by the school's Director is formed. The team, based on applicant materials and interviews, makes recommendations that are forwarded to the Superintendent. The Superintendent has final authority on hiring decisions and may accept or reject the recommended candidate.
- Finally, there are times where the Superintendent will recommend a candidate be hired with an "interim" status. This usually takes place when a position has not filled or becomes open after June 1st or a position comes open after the student school year has started.

When a position is posted for hire by the HR department, a job advertisement is created and posted to our HR website. The school's Building Leadership Team (BLT) has the opportunity to add their mission and vision statement from their Continuous School Improvement Plan (C-SIP) to the advertisement that provides unique details that a candidate should consider when applying to that school. The Director for the specific school will work with the BLT and the PTA/PTO to develop a few building-specific questions that may be used during the interview process which are aligned to Seattle Public Schools Leadership Attributes, the Association of Washington School Principal (AWSP) Leadership Standards, and The School Leader Collaborative School Leader Paradigm Leadership Attributes. Additionally, the Director will engage all in your community by soliciting input from all staff and parents via a **Principal Attributes Survey** which will be given to help the Director match the stated school needs of staff and community to that of prospective principal candidates.

The Director for the school takes the lead on forming a site-based Principal Interview Committee that will interview candidates who have been moved forward from the HR screening process. The Director for the school works with the Building Leadership Team and PTSA/PTO leaders to identify the members who will represent the school portion of the team, as well as with central office departments to identify central staff to join the team. Site-based Principal Interview Teams will consist of the following members:

- **Elementary School/K8**— one primary certificated teacher and community member (parent/guardian or community member), one intermediate certificated teacher and community member, one specialist (SPED, ELL, PE, Art, etc.), the administrative secretary or a classified representative, two central office leaders or building principals, and one to two Directors of Schools. **The total would be 9-10 members on the team.**

HR encourages Directors of Schools, BLTs and parent organizations to also consider having a representative group of community members on hiring teams that reflect not only the racial, ethnic and cultural diversity of the school but also representatives that include diversity of socio-economic background, sexual orientation, gender identity, etc. It is also suggested that interviews and other hiring activities take place on days and times that allow working parents/community members the opportunity to participate. **During this time of extended stay at home orders, all interviews will be conducted virtually using a district approved online platform.**

The position will be posted on February 8, 2021 and will stay open until filled. We hope to start interviewing during March 2021. We look forward to sharing the specific timeline and progress being made to find the next principal of View Ridge Elementary School. If you have questions regarding where the school is in the process, please contact your current principal and Building Leadership Team, as they will have the most accurate updates during this process.

Sincerely,



Chief Human Resources Officer