



Prospective Administrator Application Requirements
For anticipated vacancies for the 2014-2015 school year

Thank you for your interest in serving as a building-level leader in Albemarle County Public Schools. We seek administrators who have a deep understanding of *the Virginia Performance Standards for School Leaders*, as well as a deep commitment to our School Division's goal as stated in our newly adopted strategic plan, Horizon 2020: All Albemarle County Public Schools students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21st century learners, workers and citizens. As such, we will continue to implement the following procedure to create a pool of leaders for anticipated openings for the 2014-2015 school year.

Purpose

The purpose of this process is to ensure that the candidates seeking building-level leadership roles possess an understanding of the *Virginia Performance Standards for School Leaders*. It will also help us identify and provide professional development and learning opportunities so that our future leaders will possess the skills necessary to be effective leaders. Finally, this process will allow for the creation of a pool of candidates that are ready for leadership positions within the School Division. *Placement in this pool does not guarantee the applicant an administrative position in Albemarle County Public Schools.*

Process

- Applicants will provide all required documentation, including the link to an electronic portfolio, through an internal application. A link to this application may be found at: <https://albemarleva.cloud.talentedk12.com/hire/index.aspx>
- Documents will be reviewed by a team of Central Office administrators;
- Based on the outcome of the review, a screening interview may be scheduled or recommendations may be made for resubmission of materials;
- Applicants will be asked to complete a leadership inventory as part of the screening interview;
- Based on the outcome of the review of documents, portfolios, screening interviews, and leadership inventory, a pool of candidates will be created. Members of this pool will be considered for Principal and Assistant/Associate Principal vacancies;
- As vacancies occur, members of the pool will have the opportunity to indicate if they are interested in being considered for a particular opening;
- An interview/selection process will be completed for each vacancy.
- Recommendations will be made to the Superintendent for final selection.

Requirements

The following items are required prior to the review of your application:

- Resume
- Letter of Interest/ Cover Letter
- Philosophy Statement – The Role of a Principal in a School
- Link to Electronic Multi-Media Portfolio (See below for more information.)
- All material should be submitted through the link for the internal job posting for the Prospective Administrators Pool. The link to the application may be found at: <https://albemarleva.cloud.talentedk12.com/hire/index.aspx>

Who May Apply

- All applicants must hold (or be eligible by June 30, 2014) a Virginia teaching license with an endorsement in Administration and Supervision PK-12.
- Applicants for this pool must be current employees of Albemarle County Public Schools.

Deadlines

A review of application materials will occur monthly. All required materials submitted by the 1st of each month will be reviewed during that month. Application review will begin January 1, 2014. For the anticipated 2014-2015 school year openings, it is highly recommended that all materials be submitted by **March 1, 2014**. All application materials must be submitted prior to review.

Multi-Media Portfolio

This portfolio is an opportunity for you to provide tangible evidence of your work at the optimal level, as well as to demonstrate your understanding of the *Virginia Performance Standards for School Leaders*. This may include, but is not limited to documents, images, blogs, video or audio clips of your capabilities and accomplishments in light of these seven standards.*

Descriptors of evidence for each standard should be 250 words or less. It is recommended that you describe events or scenarios, action taken, and results.

Portfolios should be uploaded to a cloud storage/ drop-box/ or website of your choice. A link to that portfolio should be submitted along with your application materials. Hard copies, jump drives, and other physical storage devices will not be accepted.

** Those standards indicated by an asterisk are required for those who wish to be considered for assistant principal positions only. All standards are required for those seeking principal consideration.*

Virginia Performance Standards for School Leaders

(based on Educational Leadership Policy Standards)

Instructional Leadership *

Fostering the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic progress and school improvement.

School Climate*

Fostering the success of all students by developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders.

Human Resources Management

Fostering effective human resources management by assisting with selection and induction, and by supporting, evaluating, and retaining quality instructional and support personnel.

Organizational Management

Fostering the success of all students by supporting, managing, and overseeing the school's organization, operation, and use of resources.

Communication and Community Relations*

Fostering the success of all students by communicating and collaborating effectively with stakeholders.

Professionalism*

Fostering the success of all students by demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession.

Student Academic Progress*

Leadership results in acceptable, measurable student academic progress based on established standards.

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Portfolio Scoring Rubric

	Does Not Meet (0)	Needs Improvement (1)	Applies (2)	Integrates (3)	Innovates (4)
Instructional Leadership*	The candidate does not present any tangible evidence of Instructional Leadership.	The candidate presents limited tangible evidence of Instructional Leadership.	The candidate demonstrates foundational Instructional Leadership by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic progress and school improvement.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.
School Climate*	The candidate does not present any tangible evidence of School Climate.	The candidate presents limited tangible evidence of School Climate.	The candidate demonstrates foundational evidence of School Climate by developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.
Human Resources Management	The candidate does not present any tangible evidence of Human Resources Management.	The candidate presents limited tangible evidence of Human Resources Management.	The candidate demonstrates a foundational understanding of Human Resources Management by assisting with selection and induction, and by supporting, evaluating, and retaining quality instructional and support personnel.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.
Organizational Management	The candidate does not present any tangible evidence of Organizational Management.	The candidate presents limited tangible evidence of Organizational Management.	The candidate demonstrates a foundational ability to support, manage, and oversee their school's organization, operation, and use of resources.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.
Communication and Community Relations*	The candidate does not present any tangible evidence of Communication and Community Relations.	The candidate presents limited tangible evidence of Communication and Community Relations.	The candidate demonstrates foundational evidence of communicating and collaborating effectively with stakeholders.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.

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Professionalism*	The candidate does not present any tangible evidence of Professionalism.	The candidate presents limited tangible evidence of Professionalism.	The candidate demonstrates foundational evidence of professional standards and ethics, engaging in continuous professional development, and contributing to the profession.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.
Student Academic Progress*	The candidate does not present any tangible evidence of Student Academic Progress.	The candidate presents limited tangible evidence of Student Academic Progress.	The candidate demonstrates an understanding of acceptable, measurable student academic progress based on established standards.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made an impact on the teaching and learning processes or results.	The candidate demonstrates evidence that the given indicator exists and that the candidate's actions have made a significant and measurable impact on student achievement.

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.

ALBEMARLE COUNTY PUBLIC SCHOOLS TITLE IX STATEMENT

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1691 et seq., prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All Albemarle County Public Schools students, applicants and employees are covered by this law. For questions or concerns regarding Title IX, please contact the Title IX Coordinator (Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902, 434-296-5827).

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