



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

School Year 2019-2020

DCPS Assistant Principal Selection Process

What qualifications do I need to apply for an Assistant Principal position with DCPS?

Candidates for Assistant Principal positions with DCPS have a variety of past professional experiences that have prepared them for the DCPS Assistant Principal role. To qualify to be an Assistant Principal, applicants must have or obtain an [Administrative Services Credential \(ASC\)](#) through the [Office of the State Superintendent of Education \(OSSE\)](#) prior to receiving an official offer of employment. In order to be considered for an Assistant Principal position with DCPS, candidates must meet the qualifications listed below:

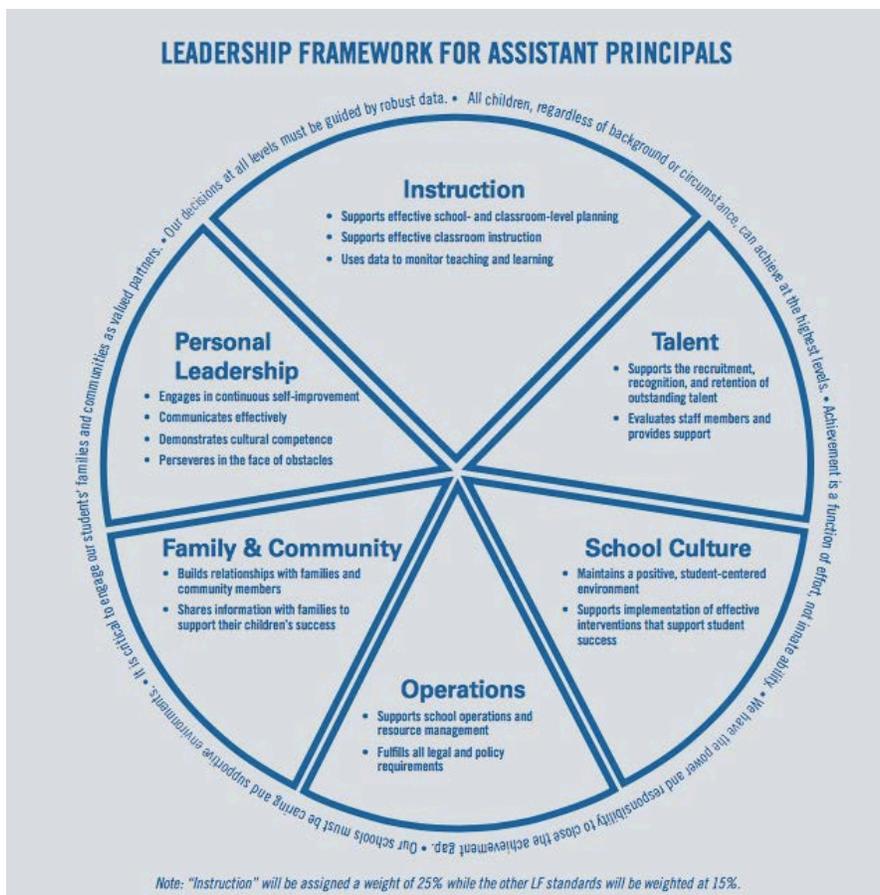
1. Completed bachelor’s degree; and
2. Completed master’s degree or higher, OR a completed state-approved educator preparation program in school leadership and supervision; and
3. At least two years of full-time, teaching experience.

*Internal teacher candidates must be at the Advanced, Distinguished, or Expert LIFT level. Candidates are encouraged to check their LIFT level prior to applying.

PLEASE NOTE: Meeting the minimum educational and experience requirements for the position, or being placed in the hiring pool, does not guarantee that an applicant will be invited to interview for a position.

What skills does the ideal candidate possess?

Ideal school leader candidates possess the following competencies from the [DCPS Leadership Framework](#):



What type of Assistant Principal roles exist at DCPS?

DCPS offers several types of Assistant Principal roles based on instructional levels and content areas. General AP positions are available in both the elementary and secondary level; additionally, content-specific roles are available in some schools based on school priorities, as well as a 9th grade academy AP position in some high schools.

Elementary AP Roles	Secondary AP Roles
Assistant Principal - General	Assistant Principal - General
LEAP Content Specific AP Roles <ul style="list-style-type: none"> • ELA (K-5) • Math (K-5) 	Assistant Principal – 9 th Grade Academy
	LEAP Content Specific AP Roles <ul style="list-style-type: none"> • ELA (6-12) • Math (6-12) • Science (9-12) • Social Studies (9-12)

What are the steps in the DCPS Assistant Principal selection process?

The Assistant Principal selection process contains the following steps:



1. Initial Application

During the online application you will be asked to provide the following:

- Resume
- Overview of your educational background and work experience

We suggest that you are prepared to complete the application in one sitting because you will not be able to make any edits or changes to your application after you have submitted. The entirety of the application should take no more than 30 to 45 minutes. After submitting the application, candidates that meet all pre-qualifications will be sent an email to take the Instructional Video Activity.

2. Instructional Video Activity

Once you have completed the initial application you should receive an email with the Instructional Video Activity. You will watch a video of classroom instruction and answer a series of questions regarding the video. Candidates cannot continue to the next stage of the selection process if they have not submitted the Instructional Video Activity.

The School Leader Recruitment and Selection Team will review your online application within 10-15 business days and you will be notified via e-mail of your application status. If you do not receive a status update within 15 business days, please email lead.dc@dc.gov.

3. Performance Task

The next stage in the Assistant Principal selection process is focuses on instructional leadership and coaching skills. Applicants are also asked to submit 3 professional references at this stage.

4. Phone Interview

Qualified candidates are scheduled for a 45-minute phone interview with a current DCPS Assistant Principal. The interview process will measure candidate's strength through the lens of the of the [Leadership Framework](#) and alignment to the [Capital Commitment](#).

5. Hiring Pool

After the phone interview, candidates are placed in the General AP approved pool. At this time, they will be invited to take the LEAP Content Assessment(s) that they identified on their application. Demonstrating proficiency on LEAP Content Assessments will result in candidates being placed in content-specific AP approved pools. Being placed into a hiring pool confirms one is eligible for hire but does not guarantee hire.

6. LEAP Content Assessment

When candidates complete their initial application, they will indicate which content assessment(s) they would like to take. Candidates can select up to six content assessments that align with their area(s) of strength. LEAP Content Assessments completed between (first date of hiring for SY17-18) and (last date of hiring for SY18-19) will roll over to this year's application; any LEAP Content Assessment taken prior to those dates will not roll over as part of the selection process for School Year 2019-2020 consideration. The assessment should take no longer than 60 minutes to complete and does not require you to complete any pre-work in advance. For questions about the LEAP Content Assessment, please feel free to reach out to the LEAP Team at leap@dc.gov.

Candidates will be placed in any/all content-specific approved pools for the areas where they have demonstrated proficiency.

7. School Based Selection

School campuses initiate communication with candidates to schedule school-based interview activities. School leaders confirm final candidate selections with Instructional Superintendents before moving forward; Instructional Superintendents and other senior academic leaders within DCPS may ask for the opportunity to meet with final candidate(s) and hiring Principals before a final selection is made.

8. Hiring & Onboarding

Once the final candidate has been determined, Principals initiate communication with the Office of Talent and Culture, who will provide the candidate with an official offer of employment. Candidates cannot receive an official offer from a school or begin work until the security clearance process has been completed and candidates have an official [Administrator Services Credential](#) from the [Office of the State Superintendent of Education \(OSSE\)](#).

If you have questions about the Assistant Principal selection process, please reach out to the DCPS School Leader Recruitment & Selection (SLRS) team at lead.dc@dc.gov. We would be happy to assist you.