



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

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.

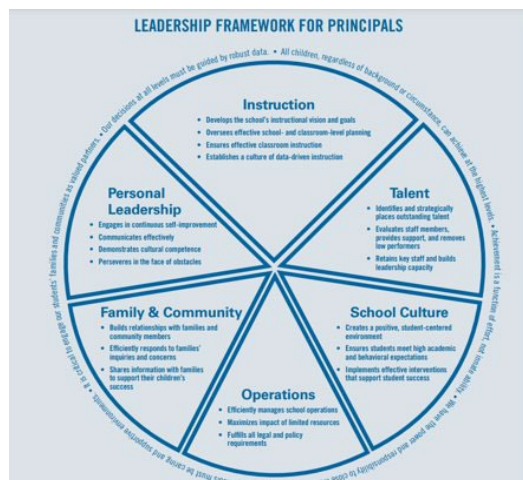
*Internal teacher candidates must be at the Advanced, Distinguished, or Expert LIFT level. Candidates are encouraged to check their LIFT level prior to applying.

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 skills that align with DCPS' Leadership Framework for Assistant Principals. These domains include: Instruction, Talent, School Culture, Operations, Family & Community, and Personal Leadership.

More information about these standards can be reviewed in detail at the following website: [IMPACT for School Leaders | dcps](#)



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

DCPS Assistant Principal Application Process

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 - 6 th Grade Academy
	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)

When is the Assistant Principal application generally open for candidates to apply and how can I receive more information on the process?

While the exact day of the application launch and close-out is slightly different each year, the Assistant Principal application generally opens in early January and closes in the Spring.

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. Performance Task 1: 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, Selection and Development 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@k12.dc.gov.

3. Performance Task 2

The next stage in the Assistant Principal selection process includes the following:

- Applicants will complete an activity that measures their instructional leadership and coaching skills.
- Applicants will submit artifacts that demonstrate their success in instructional leadership and positive impact on student success in current and/or prior roles.
- Applicants will submit 2 professional references.

4. One-Way Video Interview

Qualified candidates are sent the resources to participate in a one-way, asynchronous video interview. This is a tool that allows candidates to listen to and read questions from current DCPS leaders about what it takes to be a successful school leader before recording their responses. Candidates can engage in this stage of the interview on their own schedule to capture their best responses. Your video responses from this stage of the process will be reviewed by multiple leaders within the DCPS leadership team. The interview process will measure the candidate's strength through the lens of the Professional Standards for Educational Leaders <https://dcps.dc.gov/page/leadership-framework> and alignment to the [Capital Commitment](#).

5. Candidate Pool

After the one-way video interview, candidates are placed in the General AP approved pool. Being placed into a hiring pool confirms one is eligible for hire but does not guarantee a position.

6. School Based Selection

When candidates complete their initial application, they will indicate which LEAP role(s) they are interested in. Candidates can select up to six LEAP content roles that align with their area(s) of strength. School campuses initiate communication with candidates to schedule school-based interview activities. During these activities hiring Principals will interview candidates for possible LEAP positions.

School leaders confirm final candidate selections with Instructional Superintendents before moving forward; Instructional Superintendents and other senior leaders within DCPS may ask for the opportunity to meet with final candidate(s) and hiring Principals before a final selection is made.

7. Hiring & Onboarding

Once the final candidate has been determined, Principals initiate communication with the Office of Leadership Development, who will work with the Staffing team to 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 and Selection (SLRS) team at Lead.DC@k12.dc.gov. We would be happy to assist you.