

## HRMD (*Principal Pool*) Guidelines for the 2025-2026 School Year

Position	Eligibility	Application Requirements – Internal and External	Advertising & Screening	Interview & Appointment
<b>Principal</b>	<ul style="list-style-type: none"> <li>❑ Hold FL Ed. Leadership certification or its equivalent</li> <li>❑ Successful school based administrative experience</li> <li>❑ Minimum of seven (7) years full time school experience in certificated position with two (2) full years in a school-based administrative position or one (1) year in a school-based administrative position and one (1) year in a District administrative position</li> <li>❑ District candidates must have completed <b>Principal BENCH Academy*</b></li> <li>❑ <b>Accepting external candidates currently with current Principal Certification</b></li> </ul>	<ul style="list-style-type: none"> <li>❑ Completed Administrative App.</li> <li>❑ Letter of Interest</li> <li>❑ Two references written within the last two years (24) months ~ one from most current supervisor</li> <li>❑ Writing sample</li> <li>❑ <b>(Internal Only)</b> Evidence of successful completion of BENCH Academy or equivalent within the past 5 years</li> <li>❑ Current employee with previous Admin. experience must meet minimum requirements for Principal</li> <li>❑ Paper screening will be conducted using the rubric</li> <li>❑ <b>(Internal Only)</b> Three (3) years of satisfactory evaluations with an Instructional Practice rating of Effective or Highly Effective in current AP position in CCPS before admittance to Principal Pool</li> <li>❑ <b>(External Only)</b> Must have prior AP/Principal with evidence of 3 successful evaluations within the last 5 years as an administrator</li> </ul>	<ul style="list-style-type: none"> <li>❑ School Based Administrative Pool will be advertised for a minimum of 3 weeks</li> <li>❑ HR will review completed applications</li> <li>❑ HR will complete an initial reference check on those who meet minimum requirements</li> <li>❑ <b>Screening</b> <b>External candidates will be reviewed using a screening rubric based on the submitted application material and must achieve a score of 55 or higher.</b></li> <li><b>Eligibility List for 3 years and is eligible to interview at the district level</b></li> </ul>	<ul style="list-style-type: none"> <li>❑ <b>Several rounds of interviews will be conducted</b> <ul style="list-style-type: none"> <li>➤ <b>focus on curriculum and instruction and school operations/HR</b></li> <li>➤ <b>Final round if selected will interview with the Superintendent</b></li> </ul> </li> <li>❑ Reference checks reviewed on all candidates</li> <li>❑ Shares final recommendation with Superintendent.</li> <li>❑ Superintendent interviews final candidates and makes final selection</li> <li>❑ HR determines appropriate salary</li> <li>❑ Superintendent and operations make offer to candidate</li> <li>❑ Candidate placed on Personnel List for School Board approval after offer/salary is accepted</li> </ul>

**\*Principal BENCH Academy: Prerequisites:** Two (2) full years as an assistant principal, resume no longer than two pages, double-spaced essay addressing a specific problem of practice, recommendation letter from current principal and another supervisor, copies of applicant's last two evaluations, summer School administrator residency experience, rubric of 85% or higher on entrance interview and Rubric score of 85% or higher on initial problem of practice **Completion Requirements:** Completion of Pre/Post Strengths Assessment, completion of all monthly academy sessions and reflections, completion of W.C. Golden modules as determined annually, participate in Data Dialogue, participation in Instructional Rounds, participation in a final academy exit interview, complete an electronic portfolio.