

**HRMD (Administrative Pool (AP, APC, APD\*)) Guidelines for Internal/External Candidates for the 2025-2026 school year**

Position	Eligibility	Application Requirements	Advertising & Screening	Appointment
<b>Assistant Principal, Assistant Principal of Curriculum Elementary, Middle and High School and Assistant Principal of Discipline</b>	<ul style="list-style-type: none"> <li>❑ Hold FL Ed. Leadership certification or its equivalent</li> <li>❑ Minimum of five (5) years full time school experience in certificated position or a District position</li> <li>❑ Successful completion of a district sponsored <b>*Assistant Principal BENCH Academy</b> required for internal candidates only</li> <li>❑ <b>(External candidates)</b> Must be a current Asst. Principal or teacher with evidence of 1 year of successful school based administrative experience within the last 5 years evidenced by evaluations</li> </ul>	<ul style="list-style-type: none"> <li>❑ Completed Administrative Application</li> <li>❑ Letter of Interest</li> <li>❑ Two references written within the last two years (24) months ~ one from most current supervisor.</li> <li>❑ Three (3) years of satisfactory evaluations</li> <li>❑ Writing sample (<i>part of the application</i>)</li> <li>❑ Evidence of the completion of <b>Assistant Principal BENCH Academy*</b></li> <li>❑ <b>(External Candidates):</b> Must obtain minimum screening rubric score of 45 for the combined pool</li> </ul>	<ul style="list-style-type: none"> <li>❑ School Based Administrative Pool will be advertised</li> <li>❑ HR will review completed applications (internal and external)</li> <li>❑ HR will complete an initial reference check and paper screen</li> <li>❑ Internal candidates will be reviewed for completion of the Assistant Principal BENCH Program</li> <li>❑ <b>Screening Committee</b> Up to 3 administrators~ will screen all <b>external</b> applications</li> <li>❑ <b>Eligibility List</b> is for <b>3 years</b> for all AP, APC, APD</li> </ul>	<ul style="list-style-type: none"> <li>❑ School Principal conducts up to 2 rounds of interviews (1<sup>st</sup> round=6 candidates-HR facilitates, 2<sup>nd</sup> round=2 candidates at school site with team, if needed)</li> <li>❑ Shares final recommendation with Superintendent, Human Resources</li> <li>❑ HR determines appropriate salary</li> <li>❑ Principal makes offer to candidate</li> <li>❑ Candidate placed on Personnel List for board approval after offer/salary is accepted</li> </ul>

**\*(Internal Only) Assistant Principal BENCH Academy: Prerequisites:** Current CCPS educator with two (2) years of teaching experience and two (2) years of satisfactory evaluations (Final Evaluation score of 66 or higher), fulfilled at least two (2) years as a teacher leader (Team Leaders, Department Chair, Academic Coach), resume no longer than two pages, recommendation from current principal/supervisor, Marzano Peer Observer or Clinical Education Training, hold Florida Educational Leadership Certification, including passing scores on all subsections of the Florida Education Leadership Exam (FELE), rubric score of 85% or higher on entrance interview and data performance task **Completion Requirements:** Attendance at all monthly academy sessions and submit reflections in Canvas, attend one District event and reflection submitted in Canvas, present professional learning to faculty, submit agenda, reflection, and participant evaluations, complete Crowd Manager course, complete FEMA – Incident Command System Training for School Administrators Course, completion of school-based student achievement project (Principal approved)

**\*AP** = Assistant Principal (HS only) **\*APD** = Assistant Principal of Discipline (MS and HS only) **\*APC** = Assistant Principal of Curriculum