

Paper Screening Rubric

Revised ~ April 2026

Scoring Guide

Points

Education/Training

Doctoral Degree from an accredited college or university in the area of application.	5
Doctoral Degree from an accredited college or university not in the area of application	4
Specialist Degree from an accredited college or university or unconditional admission to Doctoral Candidacy (ABD)	3

Educational Experience (within the last 5 years):

5+ years successful experience as a Principal	19
2-4 years successful experience as a Principal	15
At least one year successful experience as a Principal	11
At least one year successful experience as an Assistant Principal of Curriculum (Elementary and/or Secondary)	10
At least one year successful experience as an Assistant Principal of Attendance & Discipline	9
At least one year successful experience as an Assistant Principal (or Dean)	8
At least one year successful experience as a Director or Coordinator	7
At least one year successful administrative/leadership performance while NOT paid on an administrative salary schedule (ex: TSA, Dir. of Guidance, Reading/Math/Science Coach, etc.)	6
Department or grade level chairman	5
Variety of teaching experience that may be considered strengths in this position	4
Limited (length and diversity) educational experience	3

Other Supportive Data ~ May award a maximum of 12 combined points

Community and/or professional involvement **within the last 5 years**
(committees/projects/clubs) - 1 point per item - **Up to 3 points**

Awards/Achievements that may or may not be education related **within last 5 years**
(certificates, recognitions, medals, distinctions) - 1 point per item - **Up to 3 points**

Verified publications **OR** professional development presented to staff **within the last 5 years**
(Magazine/book/article published or PD developed and delivered by candidate) - 1 point
per item – **Up to 3 points**

Special skills that will enhance performance in the position **within the last 5 years** - 1 point
per item – **Up to 3 points**

Evaluations	Points Earned
Outstanding Evaluations	6
Good to Average Evaluations	5
Poor Evaluations	0
Recommendations	Points Earned
Outstanding Recommendations	6
Good to Average Recommendations	5
Poor Recommendations	0

Written Communication

Contains no errors in grammar or punctuation within application packet	18
Contains 5 or less errors in grammar or punctuation	13
Contains more than 6 or more errors in grammar, punctuation within application packet	5

Pool Minimums

Score of at least 45 points ~ APC/APD/AP

Score of at least 55 points ~ Principal