



Dear Licton Springs K-8 Community:

We are beginning the process of identifying the next principal for Licton Springs K-8. Interviewing and hiring a new principal is a remarkable process. It includes the opportunity for representatives of the school staff and community to provide input into Superintendent Nyland's final decision on the candidate he feels will be the best fit for your school community.

Below is information that will help you understand the principal hiring process that Seattle Public Schools uses as it works to recruit and retain the best school leaders. In January, Seattle Public Schools advertised for candidates to apply to a pool of qualified candidates for school principals and assistant principals. Those external candidates who meet minimum qualifications and who pass a rigorous paper screening and in-person interview are placed into the pool. Current Seattle principals, assistant principals, and candidates from our internal leadership development program, the Lead-Up Academy, are automatically placed in the pool. From there, candidates have an opportunity to apply for any of the open school positions posted. Applications for specific schools are forwarded by the Human Resource (HR) team to the Chief of Schools and the Executive Directors of Schools, who review each site's applicants and invite top candidates to be interviewed by site-based teams.

The following are the guidelines Seattle Public Schools uses when hiring for a principal:

- The Superintendent has hiring authority at all times, and may appoint or move a principal (or assistant principal) at any time.
- Per the Collective Bargaining Agreement with our principals' association, we take into account any expressed desires by principals and assistant principals for horizontal or vertical movement. The Executive Directors and Chief of Schools review the requests and can make recommendations to the Superintendent if they feel a person is a strong fit for the needs of the system or the needs of a building.
- If an appointment or transfer is not made by the Superintendent, the position is posted by our HR department. When that happens, a hiring team led by the school's Executive Director is formed. The team, based on applicant materials and interviews, makes recommendations that are forwarded to the Superintendent. The Superintendent has final authority on hiring decisions, and may accept or reject the recommended candidate.
- Finally, there are times where the Superintendent will recommend a candidate be hired with an "interim" status. This usually takes place when a position has not filled by a specific date, usually in mid to late August, or a position comes open after the student school-year has started.

When a position is posted for hire by the HR department, a job advertisement is created and posted to our HR website. The school's Building Leadership Team (BLT) has the opportunity to add specific language to the advertisement that provides unique details that a candidate should consider when applying to that school. Additionally, the Executive Director for the specific school will work with the BLT and the PTA/PTO to develop a few building specific questions that might be used during the interview process.

Additionally, the Executive Director for the region takes the lead on forming a hiring committee that will interview candidates who have been moved forward from the HR screening process. The Executive Director for the school works with the Building Leadership Team and PTSA/PTO leaders to identify the members who will represent the school portion of the team, as well as with central office departments to identify central staff to join the team. The hiring teams will consist of the following members:

- **Elementary School** – one primary certificated teacher and community member (parent/guardian or community member), one intermediate certificated teacher and community member, one specialist (SPED, ELL, PE, Art, etc.), the administrative secretary or a classified representative, two central office leaders or building principals, and one to two executive directors. The total would be 9-10 members on the team.
- **Secondary Schools** – three core instruction certificated teachers (LA, SS, Math, Science) or two core and one specialist, three parent/community reps, one classified staff member (head administrative secretary preferred), one instructional assistant, two central office leaders or building principals, and one to two executive directors. The total would be 11 or 12 members on a team.

Our hiring process opened in January. In general, we are interviewing candidates and making decisions from March – July, though our desire is to have all open positions filled before the last day of school in June. We look forward to sharing with your community the specific timeline and progress being made to find the next principal of Licton Springs K-8. If you have questions regarding where the school is in the process, please contact your current principal and Building Leadership Team, as they will have the most accurate updates during this process.

Sincerely,

Assistant Superintendent of Human Resources