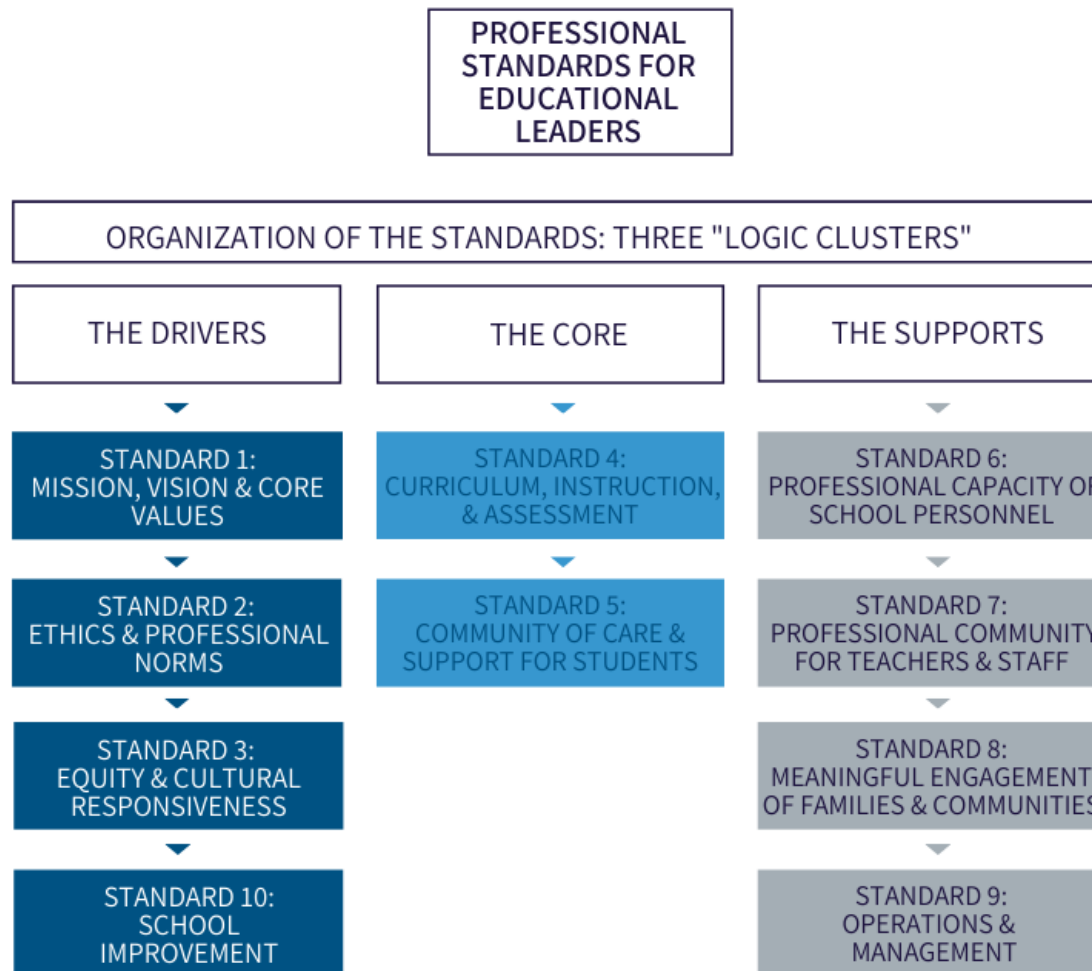


Community Panel and Principal Selection Process SY 2021 - 22

Miner ES



What are we looking for?



The Foundation of Assessment

- The Professional Standards for Educational Leaders (PSEL) is comprised of the criteria DCPS believes is essential to effective, school-based leadership.
- The PSEL drives the hiring and development of all Principals at DCPS.
- Candidates are assessed on each section of the PSELs multiple times throughout the process.

Where Do We Recruit

- DCPS Internal Talent
- Job Postings on Social Media
- Collaborating with Schools of Education Alumni Associations
- Networking with Experienced DCPS Principals and Leaders Across the Country
- Seeking Referrals from our DCPS Community
- Collaborating and Advertising with Professional Associations: (National Association Secondary School Principals, National Association Elementary School Principals, LinkedIn, Indeed, Podcasts, Idealist, Association of Latino Professionals, Teach For America Alumni, & EdWeek, etc.)



Overview of Principal Selection Process

The School Panel & Principal Selection Process was developed based on Title 5 of the District of Columbia Municipal Regulations (DCMR), Chapter 5, Sections 517-520.

Background Process for Each Principal Candidate

Before the community panel process, a candidate:

1. Submitted a resume, education and leadership experience, licensure information, and written submissions;
2. interviewed with current DCPS principals and DCPS senior leaders;
3. completed reference checks;
4. interviewed with the Deputy Chancellors & Chiefs of Schools;
5. was placed in a pool of eligible candidates; and,
6. was chosen from the pool to interview.

Overview of Principal Selection Process

Application & Instructional Video Activity



Performance Task



In-Person Interview



Senior Leadership Interview



Approved Pool



Community Panel

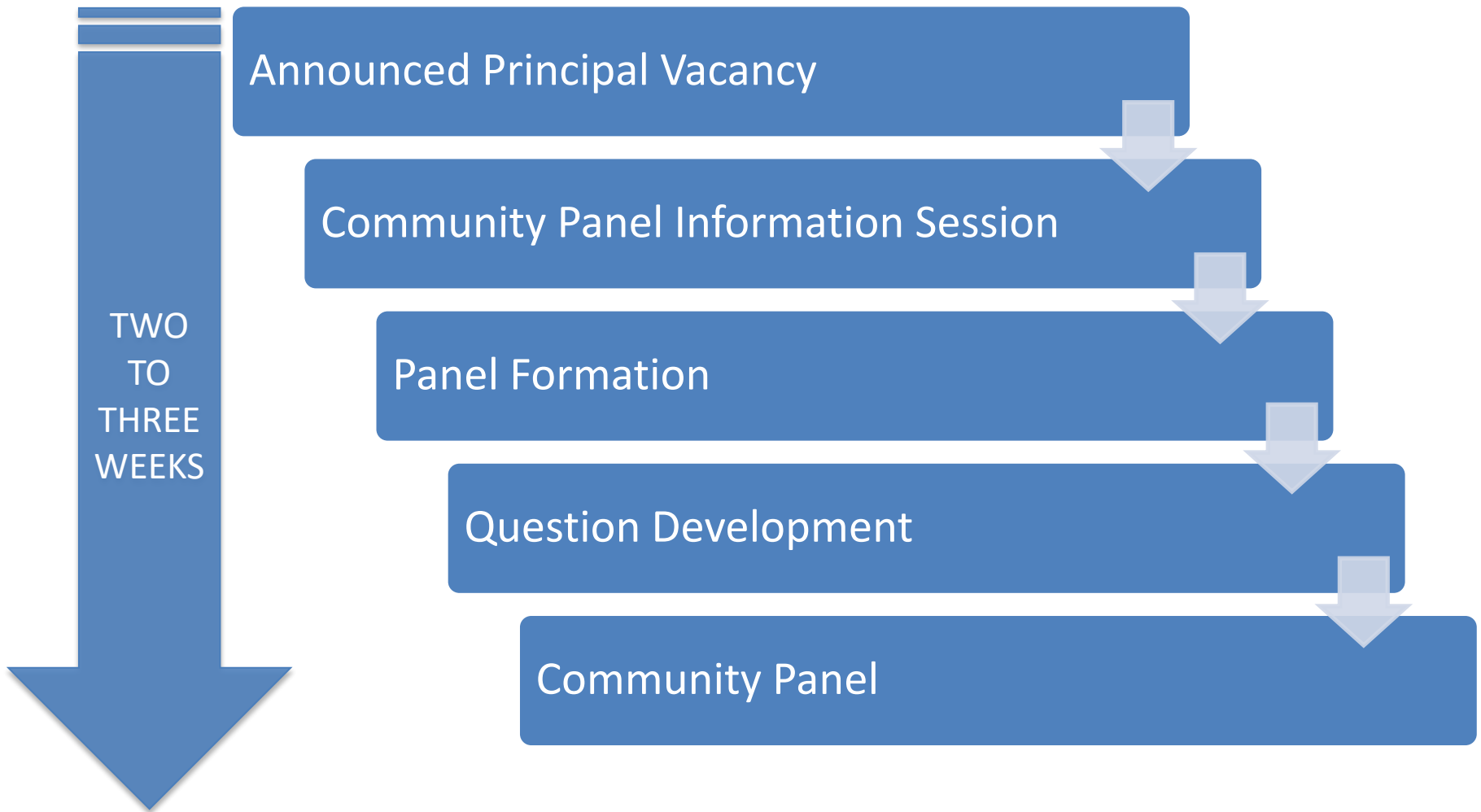


Final Chancellor Interview



Hire

Panel Process



Who is on the panel?



The panel is comprised of **9-12 members** who are essential to the school community. The LSAT is the foundation of the panel but should be supplemented to create a diverse and representative committee.

Panel Members

LSAT Chair & Other LSAT Members	School Chapter Advisory Committee Member
PTA/HSA President/Representative	Teachers & Support Staff
WTU Building Union Representative	Parents
Recovery Community Corps Representative	Community Members

Please Note: School Assistant Principals & Former Principals cannot participate as panel members.

Roster Submission

- A final roster of panel members will be submitted to HR so that they can send panel members all logistical information for their panel day.

School Name:				
Supt Name:				
Role	Name (First and Last)	E-mail	Phone Number	Attended Panel (SLRSD Only)
LSAT Chair				
PTS/HSA President				
WTU Building Rep.				
SCAC Member				
Teacher				
Support Staff				
RCC Rep (Parent)				
Parent				
Community Member				

Alternates				
Role	Name (First and Last)	E-mail	Phone Number	Attended Panel (SLRSD Only)
Teacher				
Support Staff				
Parent				
Community Member				

Panel can be up to 13 people aligned to the specific roles specified above.

**DCPS reserves the right to make adjustments as needed to ensure all panel materials represent the diversity of the campus.*

Panel Selection Practices

- A campus Community Panel Point of Contact will be identified. This person along with the Instructional Superintendent and Communication & Engagement Office will:
 - Help ensure that all groups (parents, teachers, staff, & community members) receive necessary information.
 - Check-in to make sure panel members are being identified and compile a final roster of panel members.
 - Compile the final list of panel questions created by the campus.
 - Communicate with the Instructional Superintendent and School Leader Recruitment, Selection & Development team.
- Use multiple methods to reach out to the campus community members to ensure that all parties are aware of the opportunity to participate.

Questions for the Principal Candidates

DCPS School Leader Recruitment, Selection & Development team and Instructional Superintendents have standard questions that can be used for the community panel interviews. Schools are also encouraged to design their own.

- Each panel interview will be approximately 1 hour (with 5 minutes for opening, 45 minutes for pre-determined questions and 10 minutes for follow-up questions). This time is consistent for all candidates.
- There should be 6-8 questions.
- The questions should cover the different topics upon which the candidates will be rated: **Instruction, Talent, Personal Leadership, Family & Community, Operations and School Culture.**

Question Development & Sample Panel Questions

Instruction: What strategies will you implement or have implemented in your school to foster differentiated instruction?

Family & Community: How would you leverage community partnerships to achieve school-wide goals?

School Culture: How have you promoted positive staff and student morale, cohesiveness, and shared goals at your previous school(s). What evidence can you share to support your answer?

Operations: How would you use the limited resources including the budget and your own time to meet the need of the entire community?

Talent: How do you select talented staff, keep talented staff engaged and develop staff that need it?

Personal Leadership: How would you, as a new leader in the building, communicate and create buy-in and commitment to your leadership and vision?

The campus point of contact will submit their final 6-8 questions and follow-up question to the School Leader Recruitment, Selection & Development Team.

Questions will be consistent across all candidates on the day of the panel.

Approaches to Panel Preparation

- Survey School Community
 - Send out a survey to hear from community members on their focus areas for a new school leader.
- Meeting facilitated by Instructional Superintendent or Community Action Team Specialist
 - Panel can work to draft questions around 6 focus areas as a group.
- Share Document
 - Panel can create a shared document where comments and edits can be made to the draft questions.

What To Expect On The Panel Day?

Arc Of The Conversation

Community Panel Discussion <i>(70 Minutes Per Candidate)</i>	
5 Minutes	Campus Introduction (2.5 Minutes) Candidate Introduction (2.5 Minutes)
45 Minutes	6-8 Pre-Determined Panel Questions
10 Minutes	Follow-Up Question Development
5 Minutes	Panel Follow-Up Question
5 Minutes	Candidate Follow-Up Question

Arc Of The Conversation

Community Panel Discussion (70 Minutes Per Candidate)	
5 Minutes	Campus Introduction (2.5 Minutes)
	Candidate Introduction (2.5 Minutes)
45 Minutes	6-8 Pre-Determined Panel Questions
10 Minutes	Follow-Up Question Development
5 Minutes	Panel Follow-Up Question
5 Minutes	Candidate Follow-Up Question

- Campus introductions are created prior to the beginning of the panel and are consistent across all candidates.
- They can be done in a video format, a testimonial about the campus, or include handouts. The format and content of the introduction is determined by the panel.

Arc Of The Conversation

Community Panel Discussion <i>(70 Minutes Per Candidate)</i>	
5 Minutes	Campus Introduction (2.5 Minutes) Candidate Introduction (2.5 Minutes)
45 Minutes	6-8 Pre-Determined Panel Questions
10 Minutes	Follow-Up Question Development
5 Minutes	Panel Follow-Up Question
5 Minutes	Candidate Follow-Up Question

- Each candidate will be asked the same questions in the same order on the day of the panel in order to ensure consistency.

Arc Of The Conversation

Community Panel Discussion (70 Minutes Per Candidate)	
5 Minutes	Campus Introduction (2.5 Minutes) Candidate Introduction (2.5 Minutes)
45 Minutes	6-8 Pre-Determined Panel Questions
10 Minutes	Follow-Up Question Development
5 Minutes	Panel Follow-Up Question
5 Minutes	Candidate Follow-Up Question

- The panel members will have no more than 5-10 minutes to decide which pre-crafted follow-up question will be asked.
- This question does not need to be consistent across candidates and can explore areas where the panel felt like they wanted to know more information.
- Candidates will also have 5-10 minutes to craft their follow-up question for the panel.

Arc Of The Conversation

Community Panel Discussion <i>(70 Minutes Per Candidate)</i>	
5 Minutes	Campus Introduction (2.5 Minutes) Candidate Introduction (2.5 Minutes)
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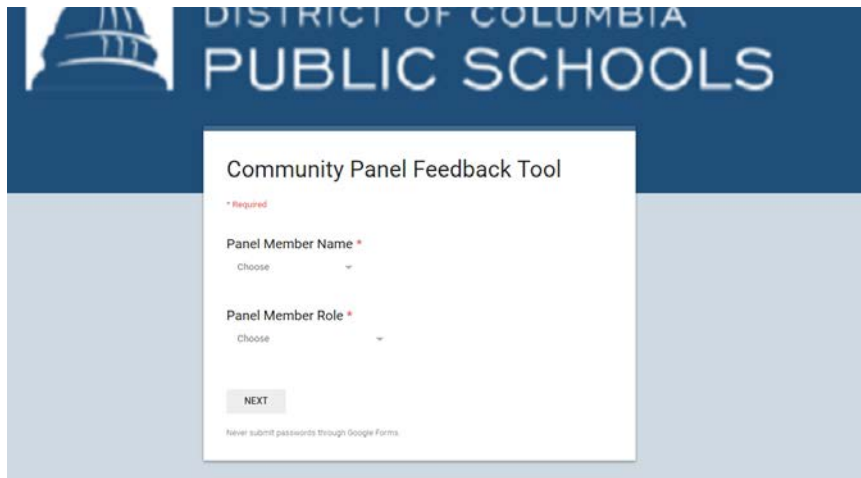
- The panel will ask their follow-up question.

Arc Of The Conversation

Community Panel Discussion <i>(70 Minutes Per Candidate)</i>	
5 Minutes	Campus Introduction (2.5 Minutes) Candidate Introduction (2.5 Minutes)
45 Minutes	6-8 Pre-Determined Panel Questions
10 Minutes	Follow-Up Question Development
5 Minutes	Panel Follow-Up Question
5 Minutes	Candidate Follow-Up Question

- After the panel asks their follow-up question, the candidate will have an opportunity to ask the panel a question.

Community Panel Feedback



The screenshot shows a web form titled "Community Panel Feedback Tool" set against a background with the District of Columbia Public Schools logo. The form includes two dropdown menus: "Panel Member Name" and "Panel Member Role", both marked as required. A "NEXT" button is located at the bottom of the form. A small note at the bottom of the page reads "Never submit passwords through Google Forms."

Online Individual Feedback Tool



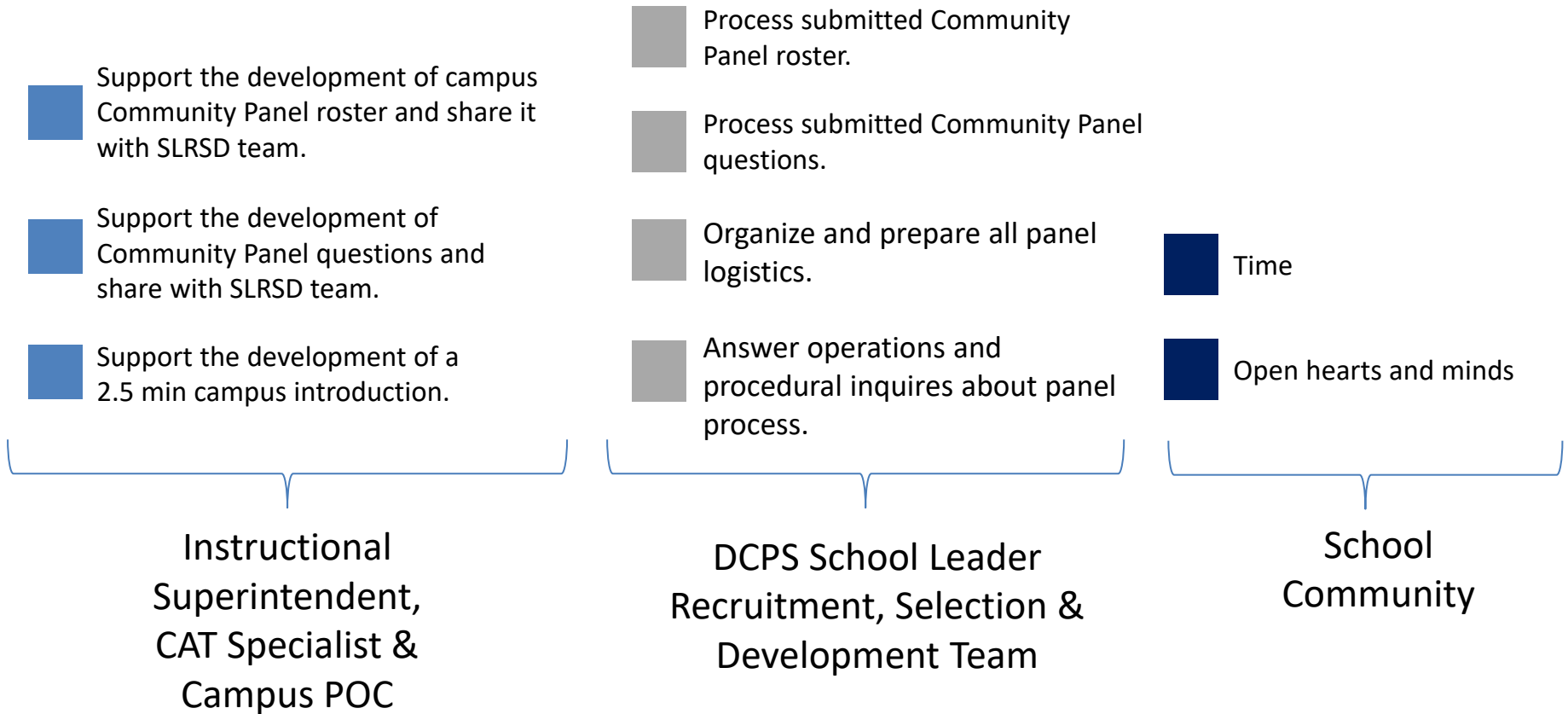
Group Verbal Debrief

- A combination of private, individual feedback and group verbal feedback is used in order to ensure all panel voices are heard and represented.
- Online feedback is collected through a survey after each candidate and the group verbal debrief occurs once all candidates have been interviewed.

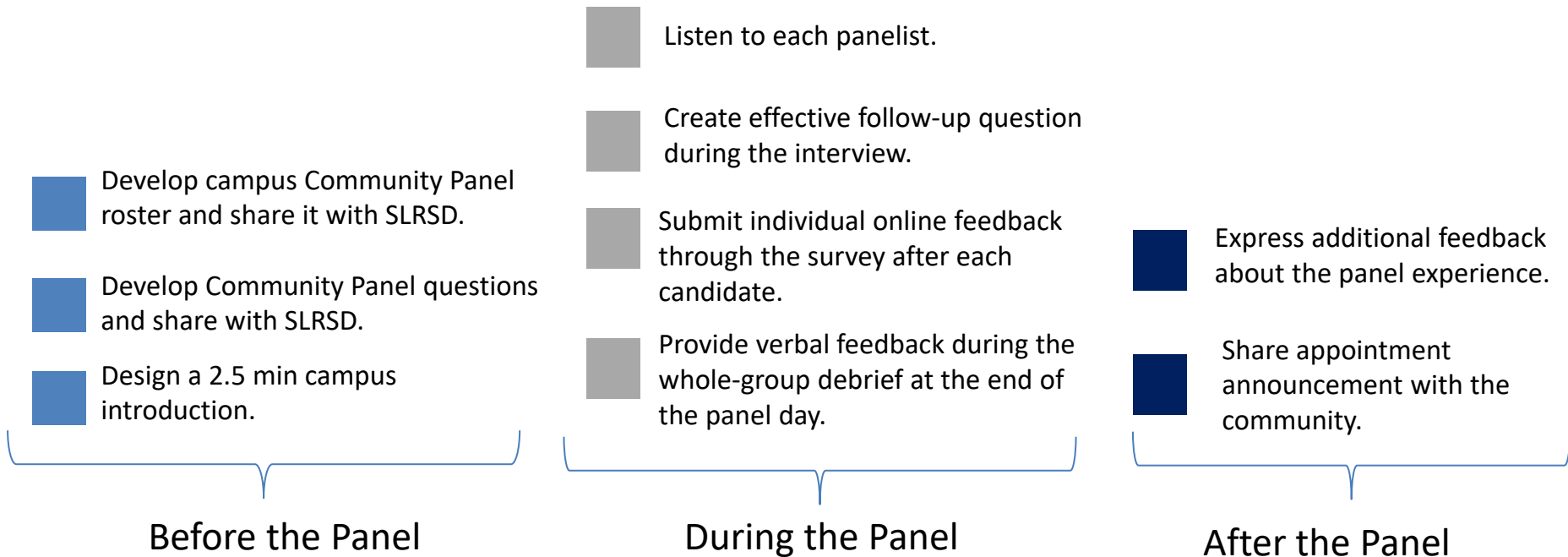
Other things to know...

- SLRSD team will manage the flow of the day and ensure each candidate is given equal opportunity to address the panel's questions.
- On the day of the interviews, panelists will receive a link to the resumes and the online feedback sharing tool. Panel questions will be emailed to all panelists prior to the panel to take notes.
- On-time arrival, the day of the panel, is important to ensure that panelists are able to participate.

Community Panel Responsibilities:



School Community Call to Action



Looking Ahead: Miner ES Principal Panel Timeline

Community Info Session:	May 6th, 2021
Roster Due:	May 12 th , 2021
Questions Due:	May 19 th , 2021
Panel Date:	May 20 th , 2021

Contact Information

- Instructional Superintendent: Shawn Stover, Shawn.Stover@k12.dc.gov
- Campus POC: Shamayne Cole, shamayne.coles@k12.dc.gov
- Community Action Team Specialists: Bijan Verlin, Bijan.Verlin@k12.dc.gov
- School Leader Recruitment, Selection & Development: Erin C. McKan Thomas, Lead.DC@k12.dc.gov

Help the Panel Craft Questions

- Not everyone can be on the Community Panel.
- However, everyone can share their thoughts with the panel on what they're looking for in the next school leader for Miner ES.
- To help make sure that the panel asks questions that are representative of your interests, please go to <http://bit.ly/MinerPanelSurvey> by May 12th, to respond to the following:
 - 1. What is happening (programs, events, activities, etc.) at Miner ES that you want to see continue?**
 - 2. What are your hopes and dreams for the Miner ES community?**
 - 3. What characteristics are you looking for in a new principal?**

Keep in mind the standards of the leadership framework in which you will be offering feedback on each candidate: **Instruction, Talent, Personal Leadership, Family & Community, Operations and School Culture.**