CSC Meeting
School Leader Selection Process
Denver School of the Arts
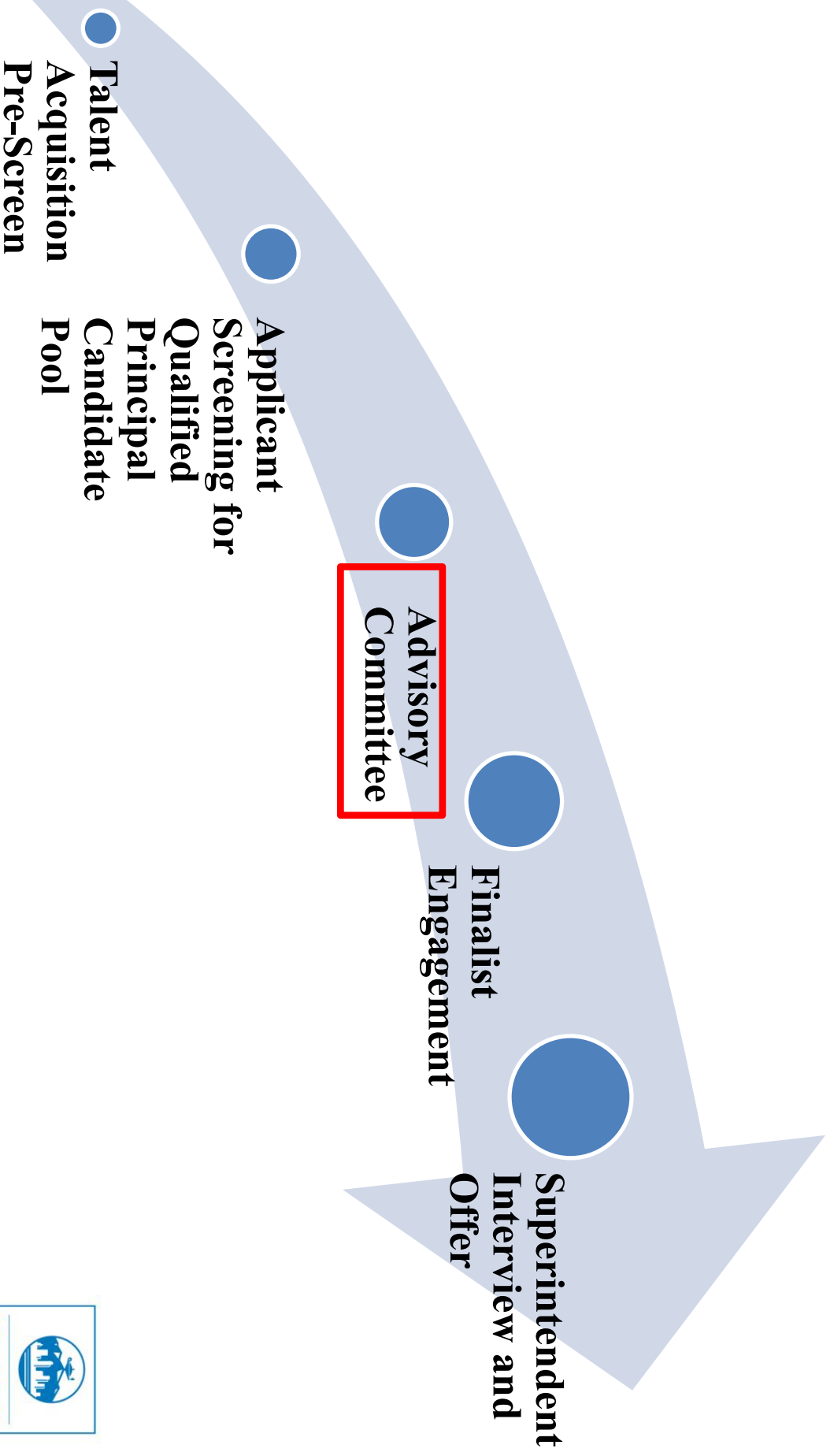
Tony Smith
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2/28/19

Welcome and Agenda

- Welcome
- Overview of school leader selection process
- Activities and timeline
- Roles & responsibilities
- Q&A
- Discussion
- Closing

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- Talent Acquisition Pre-Screen
- Applicant Screening for Qualified Principal Candidate Pool
- Advisory Committee
- Finalist Engagement
- Superintendent Interview and Offer

Pre-Screen Process

- Online Application and Principal Applicant Survey

- Initial Screening by Talent Acquisition screeners

- Paper screen of resume, cover letter, and letters of recommendation

- Phone interview discussing past performance – in alignment with the LEAD framework

Successful completion of this stage will advance candidate to the in-person interview.

* Screeners: former principals

Candidate Sourcing

Here are the external boards DSA opening was posted on:

- LinkedIn - posted
- Indeed – request submitted
- HBCU Careers – request submitted
- Council of Great City Schools – request submitted
- The Alliance for Media Arts and Culture – request submitted
- Arts School Network – posted using DSA's account

Screening for Qualified Principal Pool

Applicants experience a rigorous, 4 hour interview process demonstrating their skills and abilities in activities that are aligned with the DPS School Leadership Framework identified as being critical to lead successfully in DPS. This interview event is scored by instructional superintendents.

Interview tasks:

- Group budget activity
- Data activity
- Parent role-play
- Teacher observation and AP feedback role-play
- Q&A Interview

Successful completion of this interview stage will advance candidate into the Qualified Principal Candidate Pool.

Benefits of the first two levels of the selection process for our schools

Capacity at the school level is reserved for candidates who have successfully demonstrated competencies aligned to the DPS framework.

The School Principal Search Advisory Committee (SPSAC) can then focus on finding someone who aligns with their specific job description.

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Selection of School Principal Search Advisory Committee (SPSAC)members occurs at the school site.

Only "Qualified Principal Candidate Pool" participants will be selected to interview with the SPSAC.

IS/OS reviews Qualified Principal Pool to identify and refer well-matched candidates for school site interviewing.

IS/OS facilitates the Advisory Committee Interviews

- Engages SPSAC in conversation related to school strengths and needs
- Engages the Human Resources Partner in training of the SPSAC
- Adds to district-wide Interview Questions by having SPSAC reflect on identified needs and select additional interview questions from the Framework-based Question Bank
- Develops summary of each candidate's Strengths and Needs

IS/OS provides SPSAC data to Assistant Superintendent as proposal for candidate advancement to Finalist stages.

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SPSAC Membership

The Instructional Superintendent/Operational Superintendent will provide for approval of the SPSAC membership and will serve as co-chairs.

The remaining eight to ten members must be representative of the diversity of the school population and will be selected by the school's CSC with the following level of representation:

- Five building staff members. This must include three teaching staff members and one non-teaching staff member; the fifth may be any member of the school staff. The current principal is not eligible to serve on the committee.

- Three to five parent/guardian and community members. The members must include one parent or guardian of a student currently enrolled in the school and one CSC representative.

- The IS/OS reserve the right to refer the composition of the proposed SPSAC back to the CSC to ensure adequate representation of the whole community.

DSA SPSAC Membership Configuration

DSA Majors	Current Configuration suggested for SPSAC	Proposed Configuration for DSA SPSAC
Visual Arts Video Cinema Arts Stagecraft and Design Dance Band Orchestra Creative Writing Piano Guitar Vocal Music Theatre	Teacher #1 Teacher #2 Teacher #3 Non-Teaching Staff Parent #1 Parent #2 Parent #3 Parent #4 Parent #5	Teacher Reps Teacher (Major) Teacher (Major) Teacher (Major) Community Members Reps Foundation Rep Non-Teaching Staff Rep Arts Community Rep Parent Reps Parent (Major) Parent (Major) Parent (Major) Student Reps Student (6) – Major Student (9) – Major Student (11) – Major Student Leadership Rep (**) – School
11	9	13

The final advisory board (SPSAC) configuration will be determined by the CSC on March 7, 2019. If you have feedback or input on the configuration, please reach out to any of the CSC members with feedback

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Timeline of School Leader Selection Process

Week of February 1, 2019
Principal posting went live

Week of February 25, 2019
CSC meeting to review principal selection process – Tuesday February 26, 2019 @ 4pm
SPSAC Applications & Community Feedback via "School Principal Input Survey" go live

Week of March 4, 2019
SPSAC Applications due March 5, 2019 @ 8am
CSC Meeting to determine SPSAC members – March 7, 2019 @ 4pm

Week of March 11, 2019
Community Feedback via "School Principal Input Survey" due March 11, 2019 @ 8am
SPSAC meets to participate in HR training, develop principal profile, and select interview candidates. – March 12, 2019 @ 4-7pm

Week of March 18, 2019
Principal Candidate Interviews – March 19, 2019 @ 7:30-5:00pm
Learning Walk with Assistant Superintendent – March 20, 2019 @ 11:30-2:20
Community Forum – March 20, 2019 @ 6-8pm
Superintendent Interview - March 22nd

Week of March 25, 2019
Spring Break

Week of April 1, 2019
Leader Named

Additional Voice

We understand DSA is such a unique school and not everyone can participate in the DSA SPSAC (hiring process), we are working with FACE to create several focus group sessions to gain deeper insight from a larger number of stakeholders.

FACE Focus Group Timeline and Outlines

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Next Steps

Next Meeting of the CSC – March 7, 2019 @ 4pm
(Determine SPSAC Members)
This meeting is only for CSC members

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