HUMAN RESOURCES

Management and Administrative Employees

Selection Procedures

Discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability or genetic information is prohibited in all employment practices, including the selection and hiring of employees.

I. Principal and Assistant Principal Positions

A. A general announcement for the principal and assistant principal positions will be posted on the PWCS website at the beginning of each school year. In this way, the School Division will be recruiting for the positions of principal and assistant principal all year round.

All individuals interested in a school-based leadership position must submit a letter of interest, all college transcripts, two confidential references and a current resume to be considered for an administrative position. External (outside) applicants must also complete the Management and Administrative online application. In order to complete the hiring process and meet the staffing requirements of the School Division in a timely manner, all applications are preferred to be received by March 15 of each year. The specific position or level of interest (e.g., high school principal, middle school assistant principal, elementary principal) must be specified in the cover letter. To apply, the cover letter of interest, all college transcripts, and a current resume should be sent to the address below during the school year:

Prince William County Public Schools
Associate Superintendent for Human Resources
Department of Human Resources
P.O. Box 389
Manassas, VA 20108

B. Specific school names may not be listed on the posting or announcement of a vacancy for principal and assistant principal. Deviation from this process can be made by the Division Superintendent. Therefore, interested candidates apply to work in any school building within Prince William County Public Schools.
C. Current assistant principals in PWCS are eligible for consideration for the position of principal. Endorsements from the current principal in collaboration and agreement with the appropriate associate superintendent, will allow the assistant principal to be eligible for an interview for a principal position. Additionally, the current immediate supervisor must be listed as a reference for the applicant. It is expected that the current immediate supervisor can provide feedback regarding the candidate’s pursuit of promotional opportunities.

Current assistant principals in PWCS should submit a cover letter, an updated resume, confidential references, and any college transcripts that are not on file to the associate superintendent in the Department of Human Resources for a principal position.

D. Non-employees of PWCS will have to submit the following in addition to the cover letter of interest and a current resume in order to complete the application process.

1. Completed Management and Administrative application for employment (within one year).
2. Two confidential references from individuals who have direct knowledge of the applicant’s job performance. One must be the current or most recent supervisor/manager.
3. Signed background investigation consent form.
4. Copy of current Virginia administrative licensure.

E. Only applicants who meet the minimum qualification for a specific vacancy will be given consideration for an interview. If invited to interview, the applicant will be pre-screened by at least a two member panel consisting of associate superintendents or an associate superintendent, a building principal, and/or a central office administrator. Each applicant will receive a letter following the interview process. If the interview is successful, the applicant will be interviewed by the Division Superintendent’s Staff. If the interview is not successful, the applicant will be provided areas of growth and may apply for an administrative position for the following school year.

If the applicant is interviewed by the Division Superintendent’s Staff and is successful, the applicant will be placed in the administrative pool of candidates to be considered for potential administrative vacancies and will be scheduled
to receive an interview by the school community panel. A candidate will remain in the administrative pool until he/she has been selected for an administrative position, or for a period of three years from the date he/she is placed in pool. The appropriate associate superintendent may grant an extension after three years for one additional year.

When a vacancy occurs in a building, individuals from the pool of candidates will be sent to the school community panel. The school community panel will provide feedback to the appropriate associate superintendent on each candidate’s strengths and growth areas. This information will be shared with the Division Superintendent’s Staff for a decision for placement in a position.

F. With the approval of the appropriate associate superintendent and/or the Associate Superintendent for the Department of Human Resources, current administrative interns with successful performance evaluations may be considered candidates for the assistant principal pool and may be interviewed for appropriate vacancies.

G. The Division Superintendent is authorized to issue a written contract of employment to the successful candidate and shall inform the School Board of the appointment in a timely manner.

H. If appointed to an administrative position on or after July 1, a candidate must complete the full school year and will not be eligible to interview for other administrative vacancies during this time. Based on effective performance and upon completion of the school year, a candidate will be eligible to resume the interview process with the approval of the appropriate level associate superintendent.

II. Administrative Intern Positions (Entry level administrative position in PWCS)

The focus of this position is instructional leadership in the school building.

Applicants who apply and are within six (6) credit hours of certification requirements for administrative positions may be invited to interview for an administrative intern position. An official letter from a regionally accredited college or university verifying the applicant is within six (6) credit hours of certification for administration is required and should be part of the application process. Applicants who are fully licensed as an administrator can fill this position as well. This position is based on the teacher calendar and pay scale
plus five additional days which are mutually agreed upon.

A. A general announcement for administrative intern positions will be posted on the PWCS website at the beginning of each school year. In this way, the School Division will be recruiting for administrative interns all year round.

All individuals interested in this school-based leadership position must submit a letter of interest, all college transcripts, two confidential references, a current resume, to be considered for an administrative position. External (outside) applicants must also complete the Management and Administrative online application. In order to complete the hiring process and meet the staffing requirements of the School Division in a timely manner, all applications are preferred to be received by March 15 of each year. The specific position or level of interest (e.g., high school principal, middle school assistant principal, elementary principal) must be specified in the cover letter. To apply, the cover letter of interest, all college transcripts, and a current resume should be sent to the address below during the school year:

Prince William County Public Schools
Associate Superintendent for Human Resources
Department of Human Resources
P.O. Box 389
Manassas, VA 20108

B. Specific school names may not be listed on the posting or announcement of a vacancy for administrative intern. Deviation from this process can be made by the Division Superintendent. Therefore, interested candidates apply to work in any school building within Prince William County Public Schools.

C. Current administrative interns in PWCS should submit a cover letter, an updated resume, confidential references, and any college transcripts that are not on file to the associate superintendent in the Department of Human Resources for an assistant principal position.

D. Non-employees of PWCS will have to submit the following in addition to the cover letter of interest and a current resume in order to complete the application process.
1. Completed Management and Administrative on-line application for employment (within one year).

2. Two confidential references from individuals who have direct knowledge of the applicant’s job performance. One must be the current or most recent supervisor/manager.

3. Signed background investigation consent form.

4. Copy of current Virginia administrative licensure.

E. Only applicants who meet the minimum qualification for a specific vacancy will be given consideration for an interview. If invited to interview, the applicant will be pre-screened by at least a two member panel consisting of associate superintendents, or an associate superintendent and a building principal. Each applicant will receive a letter following the interview process. If the interview is successful; the applicant will be interviewed by the Division Superintendent’s Staff. If the interview is not successful, the applicant will be provided areas of growth. The applicant may apply for an administrative position for the following school year.

If the applicant is interviewed by the Division Superintendent’s Staff and is not successful, a member of the Division Superintendent’s Staff will provide feedback for growth. If the applicant is successful, the applicant will be placed in a pool of candidates to be considered for potential administrative vacancies and will be scheduled to receive an interview by the school community panel.

When a vacancy occurs in a building, individuals from the pool of candidates will be sent to the school community panel. During this time, the interview team will provide feedback to the appropriate associate superintendent on each pool of candidates’ strengths and growth areas. This information will be shared with the Superintendent’s Staff for a decision for placement in a position.

F. With the approval from the appropriate associate superintendent and/or associate superintendent in the Department of Human Resources, current administrative interns with successful performance evaluations may be considered candidates for the assistant principal pool and may be interviewed for appropriate vacancies.

G. The Division Superintendent is authorized to offer written contracts of employment to successful candidates and shall timely present the School Board with such appointments for approval.
III. Other Management Positions, except Division Superintendent, Deputy Superintendent and Associate Superintendents.

A. Generally, a position vacancy shall be advertised for five (5) working days. With the approval of the Division Superintendent, the posting period may be lengthened when a national advertisement is required, or shortened when sufficient numbers of well-qualified applicants are readily available.

B. Applications must be submitted on or before the closing date of the advertisement.

C. Current PWCS employees are not required to complete an application but must submit to the Associate Superintendent of Human Resources a current resume and letter of interest for the position advertised.

D. An interview panel, consisting of appropriate administrative staff, shall screen the applications and interview the best qualified applicants for the position.

E. Upon completion of the interview process, the appropriate associate superintendent in consultation with the associate superintendent in the Department for Human Resources will make a recommendation to the Division Superintendent.

F. The Division Superintendent or Superintendent’s Staff may interview the recommended individual for the position.

G. The Division Superintendent shall make the final decision and offer a contract to the successful candidate. The Division Superintendent shall timely present the School Board with the appointment for approval.

IV. Deputy Superintendent and Associate Superintendents.

A. Generally, a position vacancy shall be advertised for five (5) working days. With the approval of the Division Superintendent, the posting period may be lengthened when a national advertisement is required, or shortened when sufficient numbers of well-qualified applicants are readily available.

B. Current Prince William County Public Schools employees are not required to complete an application but must submit to the associate superintendent in the Department for Human Resources a current resume and letter of interest for the position advertised.
C. With the assistance of staff in the Department of Human Resources, a panel of administrators designated by the Division Superintendent may prescreen the applications and conduct interviews of the best qualified applicants for the position. At the discretion of the Division Superintendent, he/she may participate in any prescreening or preliminary panel interviews or may waive panel interviewing for any position. The Division Superintendent shall have the right to interview any applicants for the position, either in a panel interview or in a separate interview.

D. Upon completion of the interview process, the Division Superintendent may designate members of the administrative staff to discuss and make recommendations regarding the best qualified applicant for the position.

E. The Division Superintendent shall make the final selection and shall present his or her recommendation to the School Board for approval.

V. The Division Superintendent shall be selected by the School Board, in accordance with Policy 151, “Selection of Superintendent,” and any procedures agreed upon by the Board.

VI. The Division Superintendent or the associate superintendent in the Department of Human Resources may make an exception to this regulation on a case-by-case basis.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS