



ADMINISTRATIVE PROCEDURE

PRINCIPAL SELECTION PROCESS

AP 4113

Effective Date: February 10, 2025

- I. **PURPOSE:** To provide an administrative procedure for the principal selection process for Prince George’s County Public Schools (PGCPS).
- II. **POLICY:** To ensure that stakeholders, which include staff, parents, community groups and high school students (for high school principals), are involved and participate in the principal selection process. (Board Policy 4113)
- III. **BACKGROUND:** PGCPS encourages parental and community interaction with local schools and recognizes the principal as the corporate head of the local school and primary link between the community and the school system. Thus, PGCPS ensures involvement of staff, parents, community groups and high school students (for high school principals) in the principal selection process through this administrative procedure.
- IV. **DEFINITIONS:** The following definitions apply to the contents of this administrative procedure:
 - A. *Aspiring Leadership Program for Students’ Success (ALPSS)* – A leadership program for assistant principals and central office supervisors who aspire to become principals. *ALPSS* guides a cohort of leaders through face-to-face sessions, shadowing, and mentoring opportunities to prepare them to become PGCPS school leaders.
 - B. *Facility Advisory Committee (FAC)* – A committee that may exist in each school as outlined by the Prince George’s County Educators’ Association (PGCEA) and the Board of Education of Prince George’s County negotiated agreement.
 - C. *Prescreening* – The process used to determine if an applicant meets the minimal state requirements for a principalship.

V. **PROCEDURES:**

A. When a school principal vacancy is announced, Human Resources will work with the applicable Area Office associate superintendent designee to announce the school principal opening via a letter on the school’s website. Human Resources working with Communications will post a community process video on the school’s website to provide information about the process with frequently asked questions. A leadership profile survey will also be posted on the school’s website to engage stakeholders in their vision of the new principal for their school community.

B. Human Resources will manage the principal selection process. The following must be followed:

1. Advertising School Principal Pool Opening

Human Resources will advertise the principal pool opening starting the first Monday in October through December 31st of each academic year.

2. Applicant Prescreening

Human Resources will conduct the initial applicant prescreening and develop a list of candidates eligible for further consideration.

3. Leadership Screening

Selected eligible candidates from the applicant prescreening will participate in principal leadership exercises as organized by the Office of Transformation, Leadership and Continuous Improvement.

4. First Round Interview

a. A committee comprised of representatives from the district’s divisions of Academics, Accountability, Human Resources and School Support and Leadership will develop an eligible candidate pool based on the candidates’ credentials, experience, and scores obtained from the leadership screening exercises. Human Resources will maintain this eligibility list based on the needs of PGCPSS for two academic years.

b. Eligible candidates in the PGCPSS Aspiring Leadership Program for Students’ Success (ALPSS) and individuals in a Superintendent-approved “acting” principal role are exempt from the First Round Interviews. Eligible candidates from the ALPSS and in an acting principal role will advance to and participate in school specific interviews set forth in section V.B.a.

5. School-Specific Panel Interviews
 - a. A second committee will convene to interview selected candidates from the principal pool. This committee/interview panel is comprised of:
 - 1) representatives from Human Resources;
 - 2) the Associate Superintendent from the school's area;
 - 3) the school-specific Instructional Director (ID);
 - 4) no more than four faculty members from the school, which may be drawn from the school's Facility Advisory Committee (FAC) members;
 - 5) two support staff;
 - 6) four school-specific community members; and
 - 7) two high school students for high school panels.
 - b. The ID requests individuals from the school community to submit their name if interested in participating on the interview panel.
 - c. Each interview panel member will have the opportunity to provide their recommendation to the Superintendent for consideration in selection of the new principal.
 6. The Superintendent will consider candidates recommended from the school-specific panel interview when making the principal selection for school vacancies.
 7. Human Resources will present the candidate, whom the Superintendent has chosen to recommend to the Board. See Administrative Procedure 4112.3.
 8. If the Board approves the appointment of the candidate, Human Resources will notify the candidate of the Board's approval.
 9. The Associate Superintendent/school-specific ID shall notify the school community of the principal selection after approval by the Board and the candidate's final acceptance of the offer.
- C. The Superintendent reserves the right to:
1. Place a candidate in an acting position up to 6 months (180 days) if the permanent employee is absent or in extenuating circumstances as determined by the Superintendent; and
 2. Select a candidate outside the scope of this administrative procedure based on the needs of the school system, including the discretion to make instructional leadership transfers. Such decisions shall be made in compliance with Board Policy 0125 and Administrative Procedure 4170.

- VI. **MONITORING AND COMPLIANCE:** The Chief of Human Resources will annually review a random selection of principal candidates' folders to ensure compliance with this administrative procedure
- VII. **RELATED POLICIES AND ADMINISTRATIVE PROCEDURES:**
Policy 0125 – Nondiscrimination
Policy 4112 – Appointment of Personnel
Administrative Procedure 4112.3 – Appointment of Personnel
Administrative Procedures 4170 – Discrimination and Harassment
- VIII. **LEGAL REFERENCE:**
Annotated Code of Maryland, Education Article §§ 4-103, 4-205, 6-201
- IX. **MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:**
This administrative procedure originates with the Human Resources Office and will be updated by that office as necessary.
- X. **CANCELLATIONS AND SUPERSEDURES:** This administrative procedure cancels and supersedes Administrative Procedure 4113, dated October 9, 2023.
- XI. **EFFECTIVE DATE:** February 10, 2025

Attachments: