

**ADMINISTRATIVE PROCEDURE 6.23 (4)**  
**FILLING ASSISTANT PRINCIPAL VACANCIES**

**(a) DECLARATION OF A VACANCY**

1. When an assistant principal position is vacated or newly created, the Superintendent or designee will determine if the position is to be declared a vacancy. The Superintendent will have the authority to promote or reassign a current administrator, in lieu of filling the vacancy through the interview process, for the following reasons:
  - a. the best interests of the district
  - b. organizational needs
  - c. specialized requirements of the position
2. The Superintendent may also consider the principal's request to post the position as a T/AP experience prior to its posting as a vacancy.
3. Upon declaration of an assistant principal vacancy, the Office of School Administration will discuss with the principal the specific qualities desired for the assistant principal position.

**(b) ADVERTISING ASSISTANT PRINCIPAL VACANCIES**

1. The Office of Human Resources will advertise all assistant principal vacancies that will be filled through the interview process. Advertisements for assistant principal vacancies will be placed on the MPS website and the Wisconsin Education Career Access Network (WECAN) website. In addition, job announcements will be shared with all MPS employees (via the Thursday Updates or other MPS communication tool) and the Administrators and Supervisors Council.
2. The Office of Human Resources will have the discretion to extend the posting period or to reopen the application process if it is determined that such action is necessary to ensure an adequate, representative number of qualified applicants, consistent with the Board's policy on equal employment opportunity and affirmative action.

**(c) SUBMISSION OF APPLICATIONS**

Any individual interested in being considered for an advertised assistant principal vacancy must complete and submit an official application form furnished by the district, along with a current resume. Applications submitted after the posted application deadline will not be accepted.

**(d) SCREENING OF APPLICATIONS**

1. The initial screening of all applications will be conducted by the Office of Human Resources to determine if the applicants meet the minimum qualifications. All applicants must meet the minimum qualifications as defined below to be considered for the position:
  - a. an earned master's degree;
  - b. eligibility for a Wisconsin principal's license within two years;
  - c. three years' successful teaching experience) as a fully certified teacher (guidance counselor, social worker, etc.);
  - d. three letters of recommendation for the position of assistant principal, not more than one year old, two of which must be from school administrators or district-level administrators;
  - e. successful experience as an MPS T/AP, Central Services administrator/supervisor, or current assistant principal or acceptance into a district-approved resident assistant principal program.
2. During the initial screening process, the Office of Human Resources will:

- a. review the available information on applicants and determine which applicants meet the minimum qualifications;
- b. check references for satisfactory prior experience and length of service;
- c. verify the professional training and official transcripts from issuing institutions;
- d. notify qualified applicants to complete the Principal Insight interview.

**(e) INTERVIEW PROCESS**

1. When an assistant principal vacancy that is to be filled through the interview process exists, a school committee will serve as the interview panel. The school engagement council's chair (excluding any administrative applicants) will be responsible for contacting each constituent group to determine who will serve on the interview panel. All interview panels must be representative with regard to race and gender.
2. The school committee shall comprise a teacher, a classified staff representative (e.g., para-professionals, educational assistants, secretary, engineer), a parent, a school engagement council member (non-MPS employee), elected by its representative group, and an administrator (a principal coach, assistant principal, curriculum generalist, etc.) selected by the Office of Human Resources. All committee members shall be elected using a democratic process with the exception of the administrator.
3. All committee members shall receive training in proper interview techniques. Such training shall be conducted by a representative of the Office of Human Resources.

**(f) FINAL SELECTION PROCESS**

1. After the interviews have been conducted, the interview panel will recommend three candidates to the principal and regional superintendent for consideration.
2. The principal and regional superintendent will conduct second interviews. The principal and regional superintendent may recommend a candidate to the Superintendent for appointment or reject the finalists chosen by the interview panel and request that the position be reposted.
3. The Superintendent may recommend the candidate to the appropriate Board committee for appointment, reject the finalist recommended to the principal, or request that the position be reposted.

**History:** Adopted 3; 30; 99; Revised 6; 23; 05, 01; 25; 07; 10-26-17  
**Cross Ref.:** Admin. Policy 6.23 Recruitment and Hiring: Staff

— ◇ —