



REVISED PRINCIPAL ELIGIBILITY POLICY AND PROCESS

FREQUENTLY ASKED QUESTIONS

Q: How do I know what my current Eligibility status is with regards to my options for the revised Principal Eligibility Process?

All current candidates on the CPS Principal Eligibility List or who have applied recently for Eligibility will be notified by email or letter. If you do not receive an email or letter and believe you have previously been granted Eligibility, please call the Office of Principal Preparation and Development (OPPD) at (773) 553-1515.

Q: OPPD notified me of my Principal Eligibility status, but I think I should be in a different category. What do I do?

Please call OPPD at (773) 553-1515. We will work with you to explain why you were in a certain category and/or investigate and resolve the issue.

Q: Will certain groups of individuals currently Eligible be grandfathered in?

Candidates will not be grandfathered into the new Principal Candidate Pool. If candidates previously completed the full, outgoing Eligibility Process, they will be granted transitional admission to the Principal Candidate Pool only until September 1, 2009 provided they submit a Statement of Interest. If those candidates have not been selected as an acting, interim or contract principal by that date, they must successfully complete the revised Principal Eligibility Process in order to remain in the Principal Candidate Pool.

Q: I am a former principal who now works in Central Office. How does the policy affect former principals who now work in administrative positions in Area or Central Offices?

If you do not intend to seek a principalship in the near future, you do not need to take any action. If you do intend to seek another principalship, the policy requires former contract, acting or interim principals pursuing Uniform Principal Contracts or appointments to complete the revised Eligibility Process. If you successfully completed the full, outgoing Eligibility Process, you are granted transitional Eligibility and admission to the Principal Candidate Pool through September 1, 2009 provided you submit a Statement of Interest by January 16, 2009. Otherwise, you must successfully complete the new Eligibility Process in order to seek a principalship.

Q: Why is the Eligibility List no longer on the website?

In order to be selected as an interim or contract principal, candidates must now be a member of the Principal Candidate Pool so the Eligibility List is no longer up-to-date. If you have a question about your Eligibility status or if you are a member of an LSC with a question about a candidate's membership in the Principal Candidate Pool, please contact OPPD at (773) 553-1515.



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Q: Why do candidates have the option of either submitting an Accomplishment Review OR a Portfolio. Is there any advantage to one option over the other?

We realize that candidates begin to prepare their Portfolio well in advance of submission dates. Therefore, we do not want to create an additional burden for candidates who may have substantially completed work on their Portfolio in preparation for the February 2009 submission date. Please note that only candidates who apply for Eligibility by January 30, 2009 may submit a Portfolio in lieu of an Accomplishment Review.

The Accomplishment Review and the Portfolio assess the same Principal Competencies and Success Factors. The Accomplishment Review is shorter and will likely not take as much candidate time to complete as the Portfolio. However, the Accomplishment Review does require an interview at which time candidates will also take the Principal Scenario Exam.

Q: When will you offer the Principal Scenario Exam?

The dates on which candidates opting to submit a Portfolio in February can take the Principal Scenario Exam (PSE) will be posted on our website on January 5, 2009. All other candidates will take the PSE on the same day as their Accomplishment Interview.

Q: What is the process for candidates from outside the district to become Eligible to be a principal in CPS?

They must successfully complete the revised Eligibility Process. If you are an external candidate and have questions about CPS or the revised Eligibility Process, please contact Melissa DeBartolo at (773) 553-1124 or mdebartolo@cps.k12.il.us.

Q: Do candidates still need to take the Board Policy Exam?

Training on Board policies will be a required part of New Principal Induction and is not included in the new assessment process.

Q: What is the Candidate Profile? What information is included in the Candidate Profile?

The Candidate Profile is prepared by OPPD and provides information to Local School Councils and others who are selecting interim or contract principals. It includes information about the candidate's knowledge, skills and abilities demonstrated in the Principal Eligibility Process. This information is designed to assist LSCs and others in selecting the best principal candidate for the school based on that school's particular needs. Candidate Profiles contain information about the Principal Success Factors that the candidate demonstrated in the Eligibility Process, specific skills or experiences that candidates have that may meet that school's particular needs, disciplinary history and other information relevant to a selection decision.

Q: What is the difference between the January 1st date and the September 1st date?

The policy becomes effective on January 1, 2009. The policy applies to all principal selections made by Local School Councils after January 1, 2009.

Candidates who completed the full, outgoing Eligibility Process will retain their Eligibility until September 1, 2009 provided they submit a Statement of Interest by January 16, 2009. Candidates granted transitional admission to the Principal Candidate Pool must reapply and successfully complete the revised Eligibility Process if they have not been selected as an acting, interim or contract principal by September 1, 2009.



FREQUENTLY ASKED QUESTIONS

Q: Will AIOs be exempt from the policy and remain on the Eligibility List? If not, or if an AIO chooses not to go through the process, can the AIO evaluate their principals?

AIOs are not exempt from the policy and must be a member of the Principal Candidate Pool to accept a contract or appointment as a principal unless the CEO deems the AIO to be exceptionally qualified to serve the particular needs of the school to which he/she will be assigned. An AIO does not need to be a member of the Principal Candidate Pool in order to evaluate principals.

Q: What will happen to interim or acting principals that are currently in schools e.g. pending principal contract approval, closed and reopened schools with no LSC, or performance, or new schools?

Interim or acting principals' current assignments are unaffected and they do not need to be a member of the Principal Candidate Pool. However, in order to accept a Uniform Principal Contract after January 1, 2009, interim or acting principals must be a member of the Principal Candidate Pool.

Q: What weight does previous experience as a principal carry in the new process?

The new process is designed to assess the Principal Success Factors developed as a result of a survey of current principals during the job analysis of the principal role. Experience as a principal may be very relevant, but does not guarantee Eligibility or membership in the Principal Candidate Pool.

The CEO or designee may assign a candidate who is a current or former contract or interim principal who is not a member of the Principal Candidate Pool to a school as an interim principal if the CEO determines that the candidate is exceptionally qualified to meet the needs of the school to which he/she will be assigned.