

The Chicago Public Schools Revised Principal Eligibility Policy and Process

December 18, 2008

On December 17, 2008, the Board of Education adopted a new policy regarding requirements for qualification and selection of CPS principals that will go into effect on January 1, 2009.

WHY REVISE THE PRINCIPAL ELIGIBILITY PROCESS?

Great schools start with great leaders.

Today’s real life challenges require instructional leaders prepared to transform schools and ensure the success of every child. To that end, CPS must also continuously improve the process by which we identify, prepare, qualify and support principals. Therefore, changes have been made to our Principal Eligibility Process to ensure that we have the most qualified principal candidates who are prepared to meet those real-life challenges from their first day on the job.

CPS performed an extensive analysis of the principal role in order to have the most up-to-date understanding of the challenges faced by our principals. This analysis validated our CPS Principal Competencies and gave us additional insight into the knowledge, skills and abilities required for success in the principal role. The revised Principal Eligibility Process is designed to ensure we are gathering the right information and assessing those factors which best predict success. It will allow us to consistently identify high-quality principal candidates, who are able to support LSCs and others in identifying and selecting the best principals for their schools, and provide principal supports to ensure success for all our district principals.

The revised Principal Eligibility Policy establishes a Principal Candidate Pool comprised of candidates actively seeking a principalship. Local School Councils will select principals for principal contracts only from the Principal Candidate Pool. CPS leadership may only appoint first-time principals from that pool. Current principals do not need to establish eligibility or become part of the CPS Principal Candidate Pool in order to renew a contract.

One of the key differences in the revised policy is that you should only pursue Eligibility if you are actively seeking a principalship. Your eligibility will expire after three years if you are not selected as an acting, interim or contract principal during that time.

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If your current assignment is as an interim, acting or contract principal, or Area or Central Office administrator, that assignment is not affected by the new policy. However, you should review the revised Eligibility Policy to see how it may affect you in the future.

HOW AM I AFFECTED BY THE REVISED POLICY?

If you are a current acting, interim or contract principal, an Area or Central Office administrator, your current position or assignment is unaffected by the revised policy. You do not need to be eligible or become a member of the Principal Candidate Pool in order to remain in your current position or assignment. If you are currently a contract principal, you do not need to be a member of the Principal Candidate Pool to renew your contract at your current school.

However, the revised policy does impact your present and future ability to seek or accept a new Uniform Principal Contract or interim principal assignment. Please note the following:

- Principals, Area and Central Office Administrators are not eligible to accept a new contract or appointment at another school without establishing eligibility through the revised process.
- Non-membership in the Principal Candidate Pool will not affect the CEO’s ability to assign a current or former principal to a school as an interim principal if the CEO determines that the candidate is exceptionally qualified to meet the needs of the school.
- Acting and Interim principals must be in the Principal Candidate Pool in order to accept a Uniform Principal Contract.

The steps necessary to establish membership in the Principal Candidate Pool depend on how you were originally granted eligibility. Please see below for more information. If you have any questions about the revised Eligibility Process, how it affects you or your eligibility status, please call the Office of Principal Preparation and Development at (773) 553-1515.

GRANTED ELIGIBILITY THROUGH FULL, EXISTING PROCESS	GRANTED ELIGIBILITY THROUGH ANY OTHER POLICY OR PROCESS
<p><i>You are in this category if you successfully completed <u>all</u> of the following: Online Writing Assessment, Portfolio, Board Policy Exam, Oral Interview and Background Check.</i></p> <ul style="list-style-type: none"> • You have transitional membership in the Principal Candidate Pool until September 1, 2009 • You can seek a new contract or appointment up until September 1, 2009 • Membership in the Candidate Pool ends on 9/1/09 unless you successfully complete the revised Eligibility Process. • If you wish to be a member of the Principal Candidate Pool after September 1, 2009: <ul style="list-style-type: none"> • You must apply for eligibility • Do not apply now—you will be provided an opportunity to go through the revised Eligibility Process this summer and complete it by September 	<p><i>You are in this category if you did <u>NOT</u> complete <u>all</u> of the following: Online Writing Assessment, Portfolio, Board Policy Exam, Oral Interview and Background Check.</i></p> <ul style="list-style-type: none"> • Your Eligibility ends on December 31, 2008 • You are not eligible to receive a new contract without first becoming a member of the Principal Candidate Pool • If you wish to become a member of the Principal Candidate Pool in order to seek or accept a new principal contract or appointment: <ul style="list-style-type: none"> • You must apply for Eligibility • Submit a Statement of Interest by January 16, 2009 • Submit an Application for Principal Eligibility by January 30, 2009 • Prepare and submit an Accomplishment Review by January 30, 2009 <u>OR</u> submit a Portfolio on February 19 or February 20, 2009

ABOUT ALL CANDIDATES AFFECTED

All candidates must notify the Office of Principal Preparation and Development of their interest in becoming a member of the Principal Candidate Pool which will enable candidates to be selected as an acting, interim or contract principal.

Candidates must submit a Statement of Interest. The Statement of Interest will be available on the OPPD website. **The Statement of Interest must be submitted by January 16, 2009.** If candidates are not sure of their status or have a question about their Eligibility status, they should contact OPPD at (773) 553-1515.

The application period for Principal Eligibility will open on January 5, 2009, and all eligibility documents, including the Application for Principal Eligibility and Accomplishment Review will be posted on the OPPD website on that date. **Applications for Principal Eligibility must be submitted by January 30, 2009.** All candidates will be notified of their Eligibility status in April, 2009. Additional application periods will be scheduled later this year.

GRANTED ELIGIBILITY THROUGH FULL, EXISTING PROCESS

You are in this category if you successfully completed all of the following: Online Writing Assessment, Portfolio, Board Policy Exam, Oral Interview and Background Check.

- You are granted transitional Eligibility until September 1, 2009 provided you submit a Statement of Interest by January 16, 2009
- You may continue to apply for principal vacancies
- As of September 1, 2009, you must reapply and successfully complete the revised process if you have not been selected as an acting, interim or contract principal
- Do not apply now—you will be provided an opportunity to go through the revised Eligibility Process this summer and complete it by September

GRANTED ELIGIBILITY THROUGH ANY OTHER POLICY OR PROCESS

You are in this category if you did NOT successfully complete all of the following: Online Writing Assessment, Portfolio, Board Policy Exam, Oral Interview and Background Check.

- You must reapply for and successfully complete the revised Principal Eligibility Process
- Submit a Statement of Interest by January 16, 2009 if you wish to reapply for Eligibility
- Submit an Application for Principal Eligibility by January 30, 2009
- Prepare and submit an Accomplishment Review by January 30, 2009 OR submit a Portfolio on February 19 or February 20, 2009

SUCCESSFULLY COMPLETED PORTFOLIO IN AUGUST 2008 BUT ARE NOT ELIGIBLE

You are in this category if you submitted and passed the Portfolio in August, 2008 and opted not to complete Eligibility at that time.

- You must submit a Statement of Interest by January 16, 2009
- Submit a new Application for Principal Eligibility by January 30, 2009
- You will start the revised process at the Principal Scenario exam

NEW APPLICANT FOR PRINCIPAL ELIGIBILITY OR NEVER ELIGIBLE

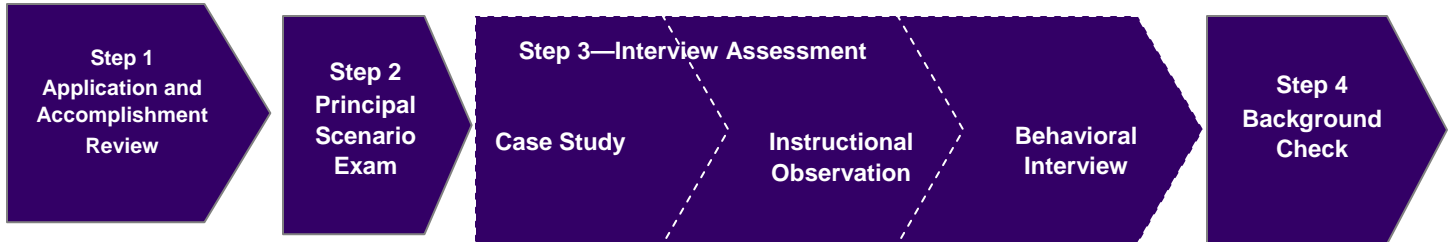
You are in this category if you are applying for eligibility for the first time or had not previously successfully completed the outgoing process.

- You must submit a Statement of Interest by January 16, 2009
- Submit an Application for Principal Eligibility by January 30, 2009
- Submit an Accomplishment Review by January 30, 2009 OR a Portfolio on February 19 or February 20, 2009

ABOUT THE REVISED ELIGIBILITY PROCESS

The revised Principal Eligibility Process requires candidates to demonstrate proficiency in the CPS Principal Competencies and Success Factors. It also streamlines the process, resulting in reduced preparation time for documents that candidates are required to submit.

Per state regulations, candidates must have a valid Type 75 in order to apply.



Step 1— Application and Accomplishment Review

In the Application for Principal Eligibility, candidates provide information about their education, credentials, work experience, and relevant skills. The Accomplishment Review asks candidates to demonstrate evidence of the Principal Competencies and related Success Factors using specific examples of leadership experiences and results/outcomes achieved. Each candidate then participates in an interview that further assesses the evidence documented. Candidates are also required to provide supervisory/administrative references.

Please Note:

Only candidates who submit an Application for Principal Eligibility by January 30, 2009 may opt to submit a Portfolio in lieu of the Accomplishment Review.

Step 2—Principal Scenario Exam

The Principal Scenario Exam (PSE) measures a candidate's ability to effectively manage real-life situations commonly experienced by principals in CPS. The PSE is an hour-long, multiple choice written assessment given on the same day as the Accomplishment Interview (unless you have chosen the portfolio option).

Candidates who opt for the Portfolio will take the Principal Scenario Exam on a separate date. These dates will be posted on the OPPD website.

Step 3— Interview Assessment

Upon successful completion of Steps 1 and 2, the next step is a series of three (3), one hour interviews, typically scheduled on the same day.

The **Case Study** measures the candidates ability to understand and interpret school data and develop school improvement strategies. Candidates review a series of hypothetical school data and then discuss their observations and approach to school improvement.

The **Instructional Observation** assesses the candidate's ability to observe and evaluate classroom instruction and provide performance and development feedback to teachers. Candidates view a short video of a teacher instructing a classroom and perform a role play exercise to explore their ability to provide feedback to a teacher.

The **Behavioral Interview** is a structured interview used to gather verifiable, concrete evidence about how the candidate has responded to school leadership situations in the past. The interview asks questions about key skill areas that are critical to success in the principal role.

Step 4— Background Check

This check begins once a candidate has successfully completed the Accomplishment Review and Principal Scenario Exam. Candidates complete a fingerprint background check and have their work history, education, credentials and background verified. Additional exclusionary criteria is now included in the revised policy. See www.oppdcp.com for more information.

Documents related to the revised Principal Eligibility Process including the Application for Principal Eligibility and Accomplishment Review forms will be posted on January 5, 2009. Please see www.oppdcp.com for more information or call the Office of Principal Preparation and Development at (773) 553-1515.

THE CPS PRINCIPAL COMPETENCIES AND SUCCESS FACTORS

The CPS Principal Competencies define excellence in the principal role. In addition, through an extensive analysis of the principalship, CPS gained additional insight into what strategic activities principals perform and the knowledge, skills and abilities required for success. This insight was gathered from available research, best practices and a survey of CPS principals to gather information unique to CPS.

Aligned to the CPS Principal Competencies, the Principal Success Factors define the knowledge, skills and abilities candidates are required to demonstrate in order to establish Eligibility and be admitted to the Principal Candidate Pool. For more detailed descriptions of the Success Factors, visit our website at www.oppdcps.com.

1. Develop and Articulate Belief System through Voice and Action.

Related Success Factors: Strategic Thinking, Service Leadership, Impact and Influence

2. Engage and Develop Faculty

Related Success Factors: Team Leadership, Developing Others

3. Assess the Quality of Classroom Instruction

Related Success Factors: Instructional Leadership, Accountability

4. Facilitate/Motivate Change

Related Success Factors: Driving for Results, Leading and Managing Change, Building and Maintaining Collaborative Relationships

5. Balance Management

Related Success Factors: Operational Excellence, Planning and Organizing

IMPORTANT PRINCIPAL ELIGIBILITY DATES

January 5

Eligibility Forms posted and application period begins

January 16

Statement of Interest Due

January 30

Application for Principal Eligibility and Accomplishment Reviews Due

February 2-27

Accomplishment Reviews and Principal Scenario Exams scheduled

February 19-20

Portfolio submission for candidates who do not submit Accomplishment Review

March 2-April 10

Interview Assessments scheduled

April 2009

Candidates notified of Eligibility Status

HOW CAN I PREPARE FOR THE REVISED PRINCIPAL ELIGIBILITY PROCESS?

The revised Principal Eligibility Process is designed to assess the real-life knowledge, skills and abilities candidates have been developing in preparation for a principal role. There is no study guide and the process has been streamlined to reduce the amount of time that is required for candidates to prepare and submit required Eligibility documents.

The best way to prepare for the revised Eligibility Process is to reflect on your development as a leader. Review the leadership experiences you've had and be prepared to document and discuss your accomplishments and the impact of your efforts during the Eligibility Process.

In addition, review the Principal Competencies and Success Factors and the revised process to ensure you understand what's required, what your options may be and key submission dates.

Visit the Office of Principal Preparation and Development (OPPD) website at www.oppdcps.com for more information. Watch for upcoming Information Sessions that will be offered in early January and/or call the Office of Principal Preparation and Development with your specific questions at (773) 553-1515.

OPPD