Be an **ASSISTANT PRINCIPAL** in PSJA

*Use your leadership qualities, determination, confidence, and strong decision-making abilities*

Use your leadership talent, determination and confidence to support student success. Demonstrate your passion for learning and helping others.

**What are we looking for?**

*All leaders in PSJA are expected to embody the four broad categories of The Spirit of PSJA*

- **Positive Engagement**
  - Welcomes staff, students, parents, and community as honored members at the district table

- **Student-centered Excellence**
  - Holds vision and expectations for success for all students and all staff

- **Joint Empowerment**
  - Develops and empowers individuals and teams for effective action

- **Adaptive Innovation**
  - Maintains district at the forefront of educational service providers

*In particular, excellent candidates for Assistant Principal should demonstrate strength in these six characteristics:*

- **Builds relationships**
  - Builds positive, trusting relationships through frequent interactions which demonstrate care and interest in the well-being of all stakeholders

- **Models ethics**
  - Exemplifies the values and priorities of the district through consistent actions and service to stakeholders

- **Establishes shared vision**
  - Develops and communicates a clear vision for the future with deep buy-in from all stakeholders

- **Expects results**
  - Pursues exceptional results for all students by holding self and others accountable and driving for continuous improvement

- **Builds capacity**
  - Provides opportunities for growth to ensure all staff build capacity to support district goals

- **Manages change**
  - Demonstrates courage, initiative, and perseverance in bringing about meaningful change to support the shared vision

Learn more about The Spirit of PSJA and view full rubric on the PSJA HR webpage.
How do I become an ASSISTANT PRINCIPAL in PSJA?

In order to sustain our consistently high expectations across all campuses, PSJA employs a pool process for selecting all campus leaders. Applicants first undergo a district selection process to be approved to be an assistant principal in PSJA. Principals may then interview and select from any candidate in the pool. Applicants may remain in the pool for up to 18 months before being re-evaluated. The assistant principal pool will open twice each year:

- **April**
  - Applications reviewed: Middle 2 weeks of month
  - Interview process: Last two weeks of month
  - Information sessions: Wednesday before posting

- **December**
  - First two week of month

*Please check PSJA’s HR webpage for exact dates*

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### The Application Process

**Pre-application**

- Initial Interest
  - Candidates attend information session regarding the pool
  - Candidates express interest in a general AP position on the PSJA HR Website
  - HR screens applicants to ensure candidates meet baseline requirements (e.g., certification, years of experience, resume, supervisor approval)

**Round I**

- Written application
  - Candidates who meet screen criteria will complete a written application
  - Applicants will be assessed on Spirit of PSJA leadership and technical skills through short answers and scenario-based questions
  - Selection committee will move candidates who meet criteria on to Round II

**Round II**

- Group activity and individual interview
  - Selection committee invites candidates to group activity and individual interview
  - All candidates respond to a simulated challenge in a group setting
  - Candidates will interview with a small panel to assess them on Spirit of PSJA leadership and technical skills

**Round III**

- Pool selection and Campus matching
  - Selection committee reviews all candidate materials and determines which applicants may enter the selection pool
  - Principals review candidates in selection pool, invite desired candidates to campus-specific interviews, and extend position offers

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