

Granite School District Administrator Selection and Transfer Process

July 6, 2021

Timeline

- ▶ October - Posting for administrative positions
- ▶ November - Initial screening
- ▶ December - Interviews with Superintendency
- ▶ December - Administrators need to declare intent to retire
- ▶ January - Interest Inventory is sent out to all administrators
- ▶ February - Meet with School Leadership and Improvement Division and to seek feedback on potential transfers and discuss school and community needs
- ▶ February - Offer open contracts to top candidates based on retirements
- ▶ March - Fill district office positions
- ▶ April - Fill school administrative positions
- ▶ May - August Fill remaining/additional administrative positions

Posting

- ▶ The posting for all school level administrative positions is generally made at the beginning of October and runs for three weeks
- ▶ This posting is for both internal and external candidates
- ▶ The Human Resource Department screens all applicants to make sure they meet the guidelines and have the appropriate certifications and endorsements
- ▶ All qualified candidates then move on to the screening process

Screening

- ▶ The screening of administrative prospects typically takes place in November
 - ▶ Supervisor Ratings
 - ▶ A scenario scored using a rubric by a panel
 - ▶ Online Interview (The Principalinsight) - GALLUP
 - ▶ Written portion scored using a rubric by a panel

Each Candidate receives an overall score based on all four components. A cut score is set and then all the candidates that make the cut move on to the interview with the Superintendency

Interview with Superintendency

- ▶ Administrative candidates that make it through the screening process receive an interview with the Superintendency
- ▶ These interviews are generally held in December before the holiday break
- ▶ Each candidate is interviewed using the same process
- ▶ Candidates are then entered into selection pools based on their interests and ranking
- ▶ References and feedback are also factored in the rankings and fit

Potential Openings and Transfers

- ▶ December 15th is the deadline for all administrators, both in schools and at the GEC, to declare their intent to retire
- ▶ In January, all administrators receive an interest inventory. They use this form to indicate if they wish to transfer, stay where they are currently serving, or if they have applied for another position
- ▶ Administrators both in schools and the GEC can also make their desires known to their immediate supervisor
- ▶ In February, the Assistant Superintendent over School Leadership and Improvement meets with the School Leadership and Improvement Division to seek feedback
- ▶ GEA also shares feedback

Initial Hiring

- ▶ In the February Board of Education meeting, generally, we do the first round of administrator hires. Candidates are offered an open contract based on conservative projections
- ▶ Administrators that are placed on an open contract are given a temporary entry level assignment/position (Elementary Assistant Principal). They are told that they will be given their exact location/assignment in an upcoming board meeting and based on that assignment they are given the appropriate contract

Administrative Assignments and Transfers

- ▶ In February and March, the Assistant Superintendent over School Leadership and Improvement meets with the School Leadership and Improvement Division and his colleagues to collaborate with them on the proposed appointments and transfers
- ▶ In March, The Board Education approves most of the district level positions
- ▶ In April, The Board Education approves most of the school level positions
- ▶ Administrators that receive a promotion or their first assignment are recognized in a Board Meeting
- ▶ May - August Additional/remaining administrative positions are filled