

2007-2008 Vacancy Posting Guide for Hiring Managers: Posting Principal and Assistant Principal Positions

Principals and assistant principals are key educational leaders who facilitate the achievement of their staff, students and school. Filling principal and assistant principal vacancies in a timely manner and with highly qualified candidates is critical for the entire school community's success.

The Vacancy Posting Guide is a resource developed to assist Hiring Managers (Community/High School Superintendents for principal vacancies and principals for assistant principal vacancies) in planning for their supervisory staffing needs for the 2007-2008 school year.

Key Milestones for Supervisory Hiring

Spring/Early Summer

- ✓ Determine staffing needs for 2007-2008 school year.
- ✓ Determine selection criteria for an interim acting candidate (if needed).
- ✓ Use the Assistant Principal Available Candidate Pool to search for qualified candidates (principals only).
- ✓ Meet with potential interim acting candidates (if needed).

By August 17

- ✓ Prior to the vacancy, submit the information to the designated Human Resources staff in the ISC for posting by **August 17, 2007**.
- ✓ Submit the *Commencement of Interim Acting Service Form* for interim acting assignments* (signed by Hiring Manager and employee) to the designated Human Resources staff ISC by **August 17, 2007** to ensure that candidate's status will be updated for the first payroll of the school year (if needed).

September

- ✓ Begin forming Level I Committee to conduct interviews in the fall.

**Please note that interim acting candidates for principal positions must be approved by Chancellor Klein. The process will be managed by the Talent Office. Please contact Leigh McGuigan at lmcguigan@schools.nyc.gov for more details.*

How do I post a vacancy?

A vacancy is any position that is newly created or that is unfilled because of a transfer, resignation, retirement, promotion or termination of the incumbent. Vacancies must be advertised as soon as they occur **regardless** of whether the position is temporarily filled by an interim acting supervisor.

To post a vacancy, the Hiring Manager must notify the designated Human Resources staff in the ISC with key information about the vacancy, including license area and information about the interim acting candidate. This information will be used to create a job listing that will be posted on the Division of Human Resources website. Applicants will have 15 days to apply from the date of posting.

When do I post a vacancy?

It is the responsibility of Hiring Managers to request that vacancies are posted as soon they occur. Advertising vacancies promptly is not only required by State Law and Chancellor's Regulation C-30, it is also sound educational practice. Schools that post principal and assistant principal vacancies in a timely manner will greatly benefit from having appointed, highly-qualified school leaders to guide them through the year.

How do I select and assign an interim acting candidate?

Whenever possible, Hiring Managers should anticipate, advertise and complete the selection process by the time the vacancy actually occurs. If this is not possible, an interim acting supervisor may be assigned temporarily by the Community/High School Superintendent for principal positions* or by the principal for assistant principal positions. Interim acting supervisors must possess the supervisory state certification (SAS/SDA/SBL) and have the appropriate NYC DOE Certificate of Eligibility (COE). For vacancies in the supervision of a subject area, the candidate must also have valid teacher certification in that subject area.

In certain instances, Hiring Managers may select candidates who have met all the requirements for state certification, but have not yet been issued their certificate by the State Education Department (SED). If the candidate has applied for state certification, the Hiring Managers may request that the SED review of the certificate application be expedited through their designated Human Resources staff in the ISC. Please note that if a candidate does not have the necessary state certification to become a supervisor at the time of selection, they will **not** be

placed on payroll until the certificate is issued. They will also **not** be paid retroactively for service prior to the date the official certificate is issued without prior approval from the Division of Human Resources. Candidates who have questions about certification should visit the DHR's Careers in School Leadership page at:

<http://schools.nyc.gov/offices/dhr/applicants/schoolleadership.htm>.

If a principal with an assistant principal vacancy has not yet identified an interim acting candidate, he/she can use the online Assistant Principal Available Candidate Pool to search for qualified applicants. The Pool contains the resumes and applications of certified candidates who have been recommended by their current principal, assistant principal or superintendent for supervisory positions. Principals can run reports on candidates by their geographic, school level and subject area preferences and review the applications for those who meet their search criteria. Those candidates can be invited in for meetings or interviews throughout the school year.

Once selected, Hiring Managers must notify their designated HR staff in the ISC of all interim acting assignments prior to commencing service. To ensure that interim acting candidates are processed for the next possible payroll, the *Commencement of Interim Acting Service Form* must be received by the designated HR staff in the ISC as soon as possible. The form must be signed by both the Hiring Manager and the interim acting employee. The form contains drop-down menus for accurate completion and is in MS Excel format.

Required Information for *Commencement of Interim Acting Service Form*:

- Interim acting employee's name and file number;
- License area of the position (e.g. Principal- Day Elementary School (4160), Assistant Principal- Supervision English (5760));
- Date of state certification
- School name and code (e.g. K030);
- District;
- Effective date of assignment;
- Employee's prior status, including position, district, and school or office;
- Name and file number of prior incumbent (if applicable);
- Reason for vacancy;
- Date of vacancy;
- Signature of the interim acting employee; and
- Signature of Hiring Manager (Community/High School Superintendent for principal positions, principal for assistant principal positions).



When must I complete the selection process for my vacancy?

Per Chancellor's Regulation C-30, the selection process must be completed within 90 days of a vacancy's post date. Level I committees should be formed as soon as the vacancy is posted.

Where can I go for more assistance?

For guides for using the AP pool and C-30 process, as well as the **Commencement of Interim Acting** Service form, please visit the Supervisory Hiring Resources and Tools site at:

<http://schools.nyc.gov/Offices/DHR/Employees/PrincipalsApsSupervisory/SupervisoryHiring.htm>

If you have additional questions about the supervisory vacancy posting process, please contact your designated HR staff in the ISC or email supvpool@schools.nyc.gov.