



C-30 Process for Leadership Transitions

A Quick Reference Guide for Hiring Managers

Step 1:

For principal vacancies: Hiring Manager notifies the Office of the Senior Supervising Superintendent
Hiring Manager notifies the Office of Supervisory Support Services (OSSS) of vacancies

- Superintendent is the hiring manager for principal vacancies and must notify OSSS
- Principal is the hiring manager for AP vacancies and must notify OSSS

Step 2:

Determine if an Interim Acting (IA) candidate is needed

- IA is needed for clear vacancies
- Acting is for short-term vacancies (leave of absence, removal pending investigation, etc.)

Step 3:

Assigning an Interim Acting (IA) candidate

- Hiring Manager interviews & identifies potential IA candidates
- Office of the Senior Supervising Superintendent reviews potential candidates and approves or denies
- OSSS submits potential candidates for background check
- Obtain Chancellor's approval through the Office of the Senior Supervising Superintendent
- Hiring Manager works with HR Director (budget) to create job in Galaxy and retain job ID
- Submit IA placement request in TSN. Hiring Manager submits form and HR Director approves online. C-30 Coordinator in OSSS receives the form electronically and OSSS processes HR staffing transaction

Step 4:

Making the Vacancy Public

- Hiring Manager creates vacancy posting in TSN
- Job posting is approved electronically by HR Director and by C-30 Coordinator in OSSS
- Job is posted for a minimum of 15 calendar days

Step 5:

Create Level I Interview Committee

- Level I committee participants (**chair and all members are voting members**)
 - C-30 committee chair*
 - One (1) CSA representative (**must be approved by CSA to serve**)
 - Two (2) UFT members (**does not have to be the UFT chapter chair**)
 - One (1) DC37 member (**parent coordinators are not eligible to serve**)
 - Four (4) to seven (7) parents
 - One (1) to two (2) students (**high schools with consistent student population**)
 - One (1) designee of intermediary organization, as appropriate
 - For AP vacancies: One (1) Superintendent's designee (**PLF or other approved title**)
- Level I committee is formed by the committee chair
 - *For principal vacancies: Superintendent's designee; Principal Leadership Facilitator (PLF)
 - *For AP vacancies: Principal
- Committee chair submits "Committee Form" to the C-30 coordinator

Step 6:

Hiring Manager selects candidates for Level I

- C-30 Coordinator releases eligible applications to Hiring Manager
- Resumes are reviewed and 3-7 candidates are selected in TSN
- Selected candidates are notified in writing
 - C-30 Coordinator notifies Principal candidates; Principal notifies AP candidates
- Committee chair notifies the committee members
- Hiring Manager rejects all candidates who were not selected for a Level I interview in TSN. TSN automatically sends rejection letters via email

Step 7:

Level I Interview Process

- Prepare Level I packets
 - C-30 Coordinator prepares packets for principal interviews
 - Principal prepares packets for AP interviews
- C-30 Coordinator conducts outreach to confirm at least three candidates for interview
- C-30 Chair conducts Level I interviews and submits recommendations to:
 - Superintendents for principal Level I interviews
 - Principals for AP Level I interviews
- Return Level I interviewing materials to the HR Director

Step 8:

Level II Interview and Appointment Process

- Hiring Manager makes Level II recommendations in TSN
- Hiring Manager rejects all candidates who were not selected for a Level II interview in TSN. TSN automatically sends rejection letters via email
- Notify all candidates in writing of Level II interview
 - C-30 Coordinator sends principal Level II invitations
 - Principal sends AP Level II invitations
- Hiring Manager chooses candidates and then conducts Level II interviews
- Conduct Level II interviews
 - Superintendent conducts principal Level II interviews
 - Principal conducts AP Level II interviews
- Hiring Manager selects candidate in TSN
- Background check and Chancellor approval through the Office of the Senior Supervising Superintendent
- Hiring Manager consults stakeholder group (in traditional schools this is the School Leadership Team)
- C-30 Coordinator generates offer letter, which is signed by Jill Goldberg and sent to hiring manager for signature
- **NO PUBLIC ANNOUNCEMENT IS PERMITTED UNTIL LETTER IS RECEIVED BY CANDIDATE**
- Hiring Manager sends signed offer letter to C-30 Coordinator
- Hiring Manager presents signed offer letter to candidate
- Appointment letter is retained on file and OSSS processes HR staffing transaction to appoint
- Hiring Manager introduces candidate to school community

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The Office of Supervisory Support Services is here to support you throughout all leadership transitions.

Contact Information for Support

Office of Supervisory Support Services

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