



Principal Eligibility Information Session

Chicago Public Schools
Department of Principal Quality



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Department of Principal Quality

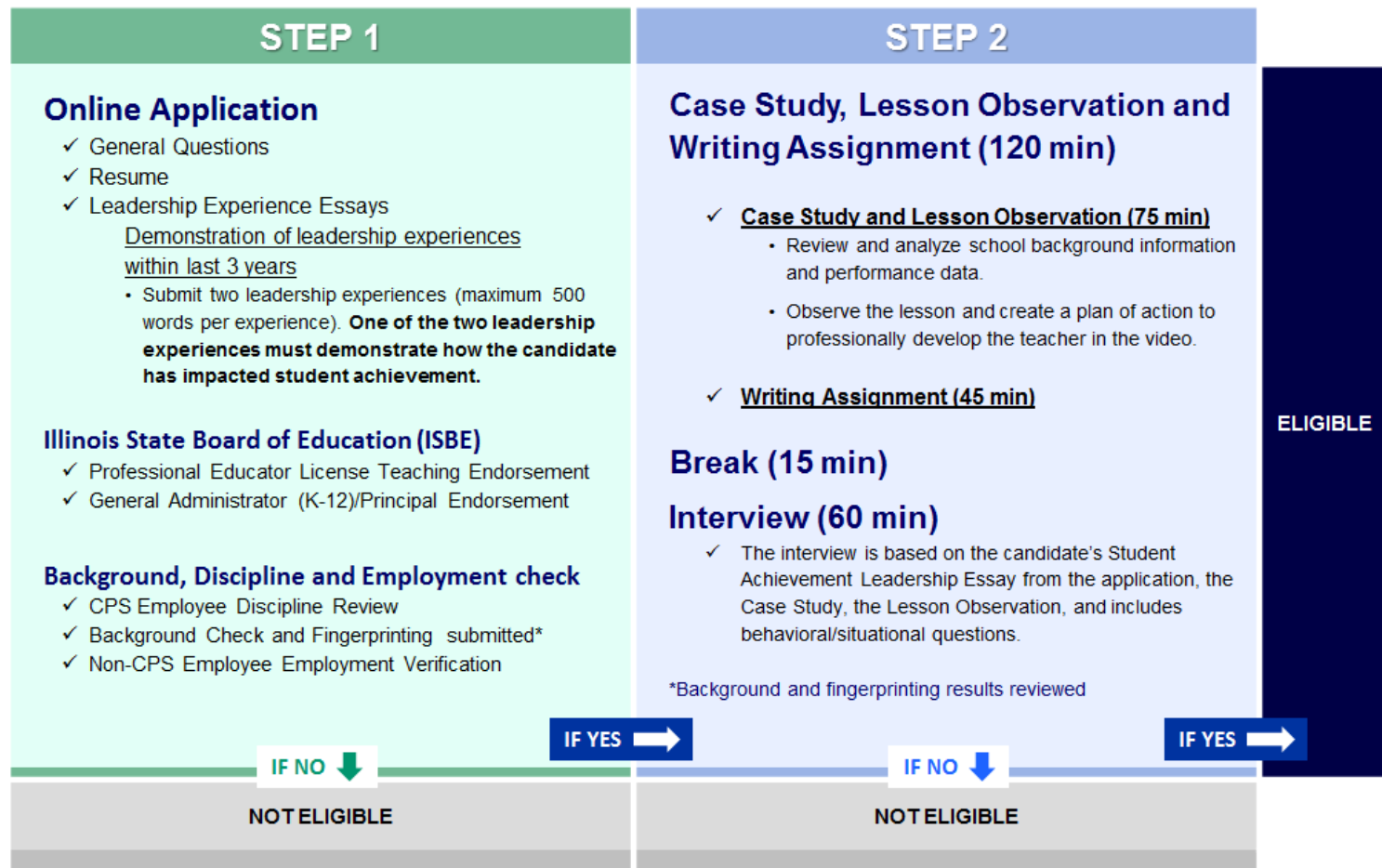


Mission:

Identify, develop, support and retain strong principals who are dedicated to student success at CPS.

- Identify a pool of exceptional leaders for every CPS School
- Develop support for current principals and aspiring principals
- Support District administrators and Local School Councils
- Retain principals (Fellows, ISPs, Mentor Principals, Principal Eligibility Assessors, Advisory Committees, and Working Groups)

CPS Principal Eligibility Process



Step 1: Overview



A. Application

- ✓ Candidate contact information and employment status
- ✓ Resume –You will be requested to upload your resume with your application.
- ✓ Two Leadership Experience Essays embedded in the application – demonstration of leadership experiences with a 500 word maximum **(off-site)**

B. Illinois State Board of Education (ISBE)

- ✓ Professional Educator License with Teaching and General Administrator (K-12) or Principal endorsements

C. **Background, Discipline and Employment Check**

- ✓ CPS Employee Discipline Review
- ✓ Background Check and Fingerprinting Submitted
- ✓ Non-CPS Employee Employment Verification



Application: Leadership Essays



Two leadership experience essays

You will be asked to demonstrate leadership experiences that has occurred within the last three years through two essays. Each essay is no more than 500 words and must be written using the STAR format (Situation/Task, Action, and Results). Each essay is evaluated on leadership impact.

Essay topics:

☐ Essay #1: **Demonstration of impact on improving student achievement**

☐ **Essay 1 is verified by the candidate's supervisor at the time of the experience.** Candidates must provide the name and email address of their supervisor. The candidate should ensure that the supervisor provides the requested verification within 7 calendar days of their application submission. If verification is not received, candidate will not advance to Step 2.

☐ Essay #2: **Demonstration of impact on one of three areas:**

- 1) Teacher practice,
- 2) School culture and climate, or
- 3) Engagement of multiple stakeholders towards positive school change



Step 1: Status



Successful completion of Step 1 is based on the following required criteria:

- ☐ Leadership Experience Essays meet proficiency, have demonstrated impact and are verified within the timeline
- ☐ Required ISBE credentials are verified and active
- ☐ Background check submitted

Please Note: Discipline review and results of the background check may not occur until Step 2. However, Information to complete these requirements must be submitted at Step 1.

- If any of the required criteria are missing, the candidate's status is considered **incomplete**.
- If the leadership Experience Essays do not meet proficiency, have not demonstrated impact or are not verified, the candidate **fails this attempt** at the CPS Principal Eligibility process and may re-attempt within the limits outlined below.
 - **Candidates may attempt the CPS Principal Eligibility Process twice in a 12-month period. If a candidate is unsuccessful after two attempts within a 12 month period, the candidate must wait at least one-year from the date of the second attempt before reapplying.**



Step 2: Overview



The 3.5 hour assessment is comprised of tasks that connect to the strategic and reflective work of a principal.

- **2 Hour Preparation**

- ✓ Candidates use their findings from the **Case Study** (school data) and **Lesson Observation** to engage in an in-person interview with three assessors.
- ✓ Candidates will also demonstrate their writing ability through a **Writing Assessment**

Note: Candidates will complete tasks at their own pace during the 2 hour preparation program

- **1 Hour Interview**

- The interview includes questions related to the Case Study and Lesson Observation from the 2 hour preparation period along with behavioral and situational questions
- The interview is assessed using rubrics aligned to the CPS Competencies

...Step 2: What to Expect



- ✓ On-time start, arrive early to avoid missing appointment
- ✓ Outside materials, including personal belongings, are not permitted
- ✓ All materials and necessary equipment will be provided
- ✓ On-site writing assignment completed within allotted time

Step 2 – Onsite Activities



Case Study

- ✓ Review school data and background information (student, teacher, and community context)
- ✓ Analyze the school data, identify trends (areas of success and needs), and make recommendations for improvement
- ✓ Be prepared to discuss your analysis of the data and recommendations during the interview

Lesson Observation

- ✓ Watch a short video of a teacher conducting a lesson
- ✓ Outline a plan of action to professionally develop the teacher in the video
- ✓ No written plan is required
- ✓ Be prepared to discuss during the interview

Step 2 – Onsite Activities



Writing Assignment

- ✓ Write a new principal self-introduction letter to an identified school community stakeholder audience
- ✓ Do not exceed the 500 word maximum count
- ✓ Evaluated on grammar and conventions
- ✓ Not part of the interview

Interview

- ✓ Conducted by three-person panel
- ✓ Respond to questions regarding your Student Achievement Leadership Essay, the Case Study and the Lesson Observation
- ✓ Answer behavioral and situational questions

15-minute Break between Writing Assignment and Interview



Step 2 – Next Steps



- If a candidate passes Step 2, the candidate will be granted Eligibility status.
 - Background checks must be completed to be granted Eligibility status. If the background check process has not been completed, the status will be considered Pending until results are received.
 - Current Chicago Leadership Collaborative Resident candidates that pass Step 2 must have their ISBE credentials verified to be granted Eligibility status.
- If a candidate does not pass Step 2, the candidate fails this attempt at the CPS Principal Eligibility process.
 - Candidates may attempt the CPS Principal Eligibility Process twice in a 12-month period. If a candidate is unsuccessful after two attempts within a 12 month period, the candidate must wait at least one-year from the date of the second attempt before reapplying. There is no appeal process.

Eligibility Policy and Procedures Highlights

Policy #14-0723-PO1

Continuation of Membership

- Membership is continued with sustained proficient performance, valid/current requisite licenses & certificates, and employment for 3 of the last 5 years in an education leadership role.

Reattempt Procedures

Application Timeline

- Attempt twice per 12 months. Applicants start at step that did not pass.
- If unsuccessful after two attempts, applicants must wait at least 12 months before reapplying to process. Applicants start at Step 1. No appeal process.

Visit www.cps.edu/cpsleaders for the Eligibility Policy and the Overview, Instructions & FAQs document



Thank you

