Horry County Schools

The Principal Hiring Process

Facilitated by the Chief Human Resources Officer or his/her designee

A. Initial Screening (Minimum Qualifications)
- Human Resources Analyst

B. HR Directors screen the Principal applications considering the following criteria, but not limited to:
- Principal experience
- Assistant Principal experience
- Public school teaching experience
- Instructional coach experience
- Administrative experience within the last two years (Building level or District Office)

C. Upon completion of HR Directors screening a "cut score" (a clear division or break in ranking score of the most viable candidates based on the identified selection criteria) for applicants is determined by HR Directors.

D. HR Director forwards the top applicants via email to the Cabinet members. (depending on the number of applicants and their experience, it could range from 20 to 40, or more). Community participants are provided applicant information when they come in for screenings.

All committee members are provided an overview of the selection process, clear and concise directives, and a confidentiality agreement for their signature.

E. The Screening Committee is the Executive Cabinet and the Community liaisons, excluding the Superintendent. Screening for the selection of candidates to be interviewed will consist of:

1. Executive Cabinet (Chief Officers and the District Staff Attorney)
2. *Executive Director of Learning Services (for level in which the vacancy exists)
3. Advisory Board representative (serves on the SIC from the school with the vacancy)
4. Teacher of the Year at the school where the vacancy exists

The Executive Director of Learning Services provides the names required for individuals for #3 and #4 and coordinates the community/school staff interviews upon completion of this process and works collectively with the Chief Human Resources Officer or his/her designee. The Human Resources designee facilitates the interview process.

F. The Cabinet and Community Members screen the top applicants based on the following:
- Experience with extra-curricular, community and instructional leadership
- Written communication
- References
- Overall Quality

12/10/2014

The top candidates are scored based on a rubric. The committee reviews and comes to consensus on the candidates being recommended for interviews and the Chief Officer of Human Resources collaborates with the Learning Services Executive Director to facilitate the actual interview.

G.   Interview Committee will consist of:

1. Two (2) Community Members
   a. Advisory Board representative (preferably serves on SIC for school with vacancy)
   b. SIC chair (or highest parent officer if not chair)
2. Two (2) Teachers
   a. Teacher of the Year
   b. Teacher selected by staff at school
3. Peer Principal (appointed by Superintendent)
4. Support Staff Cabinet representative from school
5. Student Cabinet representative (if at high school level) from school
6. Two (2) additional at large committee members may be appointed by Superintendent (to ensure gender/race diversity of committee)
7. Executive Director and/or other Superintendent designee
   Recommend top candidates for second level interview (no more than three (3) candidates)
   (*Human Resources facilitates process*)
   (Executive Director puts teams together and schedules meetings. See #1 through #7.)

H.   Interview Committee identifies top two to three candidates
   • Names sent to Superintendent and Executive Cabinet for review

I.   HR Director completes reference checks

J.   HR Director completes structured interviews

K.   Second Level Interviews conducted by committee consisting of:
   1. Superintendent
   2. Cabinet (Chief Officers and Staff Attorney)
   3. Executive Director (for level of opening)

L.   Superintendent meets with finalist (one-on-one - OPTIONAL)

M.   Candidate being recommended presented to the Board for review during Executive Session of Board Meeting

N.   Recommendation to the Board for a vote at the next Board meeting

(Openings during summer break may require modification)