



Principal Selection Process: A Step-by-Step Guide

Step 1: Apply Online

- Submit your application through Applitrack by the posted deadline.
- You will need:
 - Your resume
 - A letter of interest
 - Your transcripts
 - References (names and email addresses)

Step 2: Complete Additional Requirements

After the application period ends, you will receive a link to:

- Complete the JCPS Equity Screener
- Submit your JCPS 3 Pillars Artifacts

Step 3: Initial Review

Applicants who meet all qualifications will move forward for review by the Principal Slating Committee.

Step 4: Slating Committee Review

The Principal Slating Committee, supported by a Human Resources Specialist, will:

- Review submitted materials and select candidates to present as a slate to the Schools Division Interview Committee.

If you are not selected at this stage, you can request feedback:

- JCPS Artifacts: Clayton Snyder – Human Resources Specialist
(clayton.snyder@jefferson.kyschools.us)
- Equity Screener: Dwan Williams – Racial Equity Specialist
(dwan.williams@jefferson.kyschools.us)

- Resume or Letter of Interest: Faith Stroud – Director of Leadership & Professional Development
(faith.stroud@jefferson.kyschools.us)
- Leadership Development Opportunities: Faith Stroud – Director of Leadership & Professional Development
(faith.stroud@jefferson.kyschools.us)

Step 5: School Division Interview

- Candidates selected by the slating committee will be invited to interview with the Schools Division Interview Committee that consists of the Chief of Schools, the school's zone leadership, and other identified district leaders based on school needs. This committee will identify two candidates to interview with the Superintendent.
 - If you do not move forward past the School Division interview, contact the Assistant Superintendent for the school's zone/level to request feedback if needed.

Step 6: Superintendent Interview

- Candidates selected by the slating committee will be invited to interview with the Superintendent. The Superintendent will determine who will interview with the school's Site-Based Decision Making Council.
 - If you do not move forward past the Superintendent interview, contact the Assistant Superintendent for the school's zone/level to request feedback if needed.

Step 7: Selection of Principal

- The SBDM Council will interview candidate(s) sent by the Superintendent and make a hiring recommendation on behalf of the school.
 - For schools that are not an Enhanced Support Zone (ESZ school):
 1. The Superintendent will make the recommendation for hiring.
- If the Superintendent does not accept the recommendation, the position will be reposted.

Step 8: Final Offer

- Human Resources (on behalf of the Superintendent) will contact the chosen candidate to offer the position.
- The candidate will either accept or decline the position.
- Once the candidate accepts, the position is officially closed and all other applicants will be notified by email.