



Superintendent's Circular

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Version 01

SCHOOL LEADER SCREENING PROCESS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

The process for recruiting, screening and hiring for school leader vacancies requires collaboration among many offices, including the Superintendent, Regional School Superintendents, the Office of Human Resources, the Office of Engagement, the Division of Schools, and the schools with vacant leadership positions.

School leader vacancies may be filled either through this process, or through the appointment of an existing employee or an external candidate by the Superintendent. The latter would not require the position be posted in the manner described in this circular.

POSITION POSTING

A job posting for school leader positions will be available by November 1, 2024. The application can be [found by searching 'school leader'](#). The selection process will yield qualified candidates for the entire district and for autonomous schools.

- *Please note:* Autonomous schools have the right to create and advertise their own job postings in order to recruit

candidates who align with the specific vision and values of their communities. See "AUTONOMOUS SCHOOLS", page 8.

MINIMUM QUALIFICATIONS

Minimum qualifications are as follows:

- Master's degree in education or related field.
- Evidence of submission or successful completion of all MA-PAL tasks (Massachusetts Performance Assessment for Leaders) *or*
- Principal/Assistant Principal licensure or equivalent by time of appointment.

PREFERRED QUALIFICATIONS

Preferred qualifications are as follows:

- Fluency in one or more non-English languages.
- 5+ years of experience as a school leader in a large, urban school district.

PRE-SCREENING AND SELECTION PROCESS

The selection process consists of the following phases:

- *Phase I: Application and Resume Review (Nov 2024 - Feb 2025).*
- *Phase II: Performance Tasks (Nov 2024 - Feb 2025).*
- *Phase III: School-Based Interview (Jan - April 2025).*
- *Phase IV: Interview with Superintendent or Superintendent Designee (March - April 2025).*

Candidates who successfully advance through the first two phases of the process will be eligible to interview with school-based hiring teams. The school-based hiring process is led by the Regional School Superintendent or their designee. The Regional School Superintendent or designee will convene the School Screening Committee and serve as the Chairperson. As Chairperson they shall decide which of the approved candidates shall interview with the Committee, based on the characteristics and needs of that school community.

SCHOOL SCREENING COMMITTEE GUIDELINES

The Regional School Superintendent or designee shall chair the School Screening Committee for all school leader positions, including those for autonomous schools. The Office of Engagement will provide support to the Chairperson of the School Screening Committee by coordinating the vote to determine who will serve on the School Screening Committee as well as by leading those committee members through a bias training.

Members:

The membership of the School Screening Committee shall include the following:

- The Regional School Superintendent and/or superintendent's designee, who serves as Chairperson.
- Three teacher members of the Boston Teachers Union (BTU) representing the racial and ethnic diversity of the school's

student population, selected by BTU members on the School Site Council.

- One member of the Boston Association of School Administrators and Supervisors (BASAS), as selected by the Chairperson, with special consideration for any BASAS members working at the school.
- Three parents from the school, selected by parent members of the School Site Council, and representing the racial and ethnic diversity of the school's student population. At least one must be an elected member of the School Site Council or School Parent Council.
 - Among the three parent members selected, one must be a parent of a special education student or a student in a program for Multilingual Learners if a special education program or program for English Learners is in place at the school. Parent members of the School Site Council shall select this parent.
- *Optional:* At the discretion of the School Screening Committee Chairperson, one representative from a partner organization that works closely with the school, such as a community, business or higher education partner.
- *Secondary only:* One student from the School Site Council or a student from the Student Advisory Council.
- *School mergers only:* In the event two schools are scheduled to merge and, as a result must complete a screening process for a new School Leader, the School Screening Committee shall be comprised of the same members as listed above, with the following adjustments:
 - Two BTU members from each school from different racial groups, selected by BTU members on the School Site Council

- Two parents from each school, selected by parent members of the School Site Council, and representing the racial and ethnic diversity of the school's student population. At least one must be an elected member of the School Site Council or School Parent Council.
- The Operational Leader for the region, who shall serve as the BASAS representative.

All Committee members shall adhere to norms of respect, collaboration and confidentiality throughout the screening process. In the event any committee member fails to conduct themselves according to these norms, that member may be removed from the process, per the discretion of the Chairperson.

Process:

Upon creation of the School Screening Committee, the Chairperson shall give written notice to each committee member at least five working days prior to the first meeting. Screening Committee members shall also receive from the Chairperson a copy of each candidate's application materials and a screening packet, which will include guidelines for interviewing and scoring candidates and a list of all committee members.

School mergers only: In the event two schools are scheduled to merge, both sitting school leaders shall have the opportunity to be interviewed by the School Screening Committee.

Upon convening, the Committee will:

- Review the responsibilities and functions of the committee, including this Superintendent's Circular.
- Review the job description, including the qualifications needed for the position.
- Review the School Leader Rubric & Scoring Guide for candidate interviews, which shall be based on candidates' proficiency in the standards for school-level administrators as enumerated by DESE:
 - Instructional Leadership
 - Management and Operations
 - Family & Community Engagement
 - Professional Culture
- Committees shall use the School Leader Rubric & Scoring Guide as the basis for their scoring.
 - Per the Guide, School Screening Committee members shall score candidate responses in private. The Chairperson shall then aggregate scores and recommend the top three candidates based on these scores (See "Reports" below).
- Establish an interview schedule.
 - Set dates and times for candidate interviews and future meetings.

Quorum for the meetings shall be a majority of the members and must include the Chairperson and at least one parent and one teacher. At least one member present must be a person of color. If any of these groups is not represented, the remaining committee members may, by unanimous vote, decide to proceed with meetings. Decisions of the Screening Committee must be made with a quorum present and shall be carried by a majority of the members present at the meetings. Voting shall be done by

secret ballot unless the committee decides otherwise. All members of the Screening Committee are equal in status and have one vote.

Representatives from the Office of Human Capital, the Office of Equity, the Office of Engagement or the Office of Leadership Development may attend meetings.

TIMELINE

In order to ensure the placement of strong candidates as early as possible, School Screening Committees shall make every attempt to move efficiently through the above-listed steps, while still maintaining the integrity of the process. Specifically, School Screening Committees shall aim to convene, establish an interview schedule and determine the three highest-scoring candidates within one month from the date a vacancy becomes public. Should the Committee not be on pace to accomplish this, the Chairperson reserves the right to waive the quorum requirements listed above in order to convene meetings and conduct interviews.

INTERIM APPOINTMENTS

Any schools which have Interim School Leaders shall convene the School Screening Committee in January and shall conclude their search by March 1, 2025.

Any schools with vacancies which emerge following May 1, 2025 may, at the discretion of the Regional School Superintendent, forgo the above-listed steps and the Superintendent shall instead appoint an Interim School Leader for the following year.

SCREENING COMMITTEE MEETING NOTES

The Chairperson shall ensure that Screening Committee meeting notes are taken at each meeting and that the following information is accurately noted:

- Name, race, and affiliation of each Screening Committee member.
- Dates and times of meetings.
- Attendance at each meeting.
- All votes taken.

All members may have copies of the meeting notes. After the screening process is complete, the members of the Screening Committee will return all resumes and meeting notes to the Office of Leadership Development. All information disclosed at all Screening Committee meetings is assumed confidential, both to ensure the integrity of the hiring process and to protect applicants whose employers may not be aware they are applying for a position.

The Chairperson is responsible for working with the Department of Schools to improve and/or increase the pool of applicants.

REPORTS

Per the [School Leader Rubric & Scoring Guide](#), the Chairperson of the Screening Committee will ensure that the scores from the Committee's resume screening and interviews are accurately tracked and recorded. The Chairperson will tally the candidate scores from the Committee and will identify the top three recommended candidates based on these scores. The Chairperson will then complete a [School Leader Nomination](#)

Form which lists these three candidates. The form will be submitted to the Chief of Schools, the Chief of Staff and the Executive Director of Leadership Development for next steps with the Superintendent, who will make the final determination.

- At least one of these three candidates must be a person of color.
- The Chairperson of the Committee may add additional candidate(s) to the nomination form, above and beyond the three required, per their discretion.

FINAL INTERVIEWS AND DECISION

- Upon receipt of the Screening Committee's recommendations, the Superintendent and/or the Regional School Superintendent will interview recommended candidates.
- The Regional School Superintendent and/or designee will check references and report back information to the Superintendent, who will determine the final appointments. The Superintendent retains the authority to appoint the school leader recommended by the School Screening Committee or may choose to appoint another candidate.
- The Superintendent will notify the Screening Committee of the final decision of the selected candidate.
- The Office of Human Resources will send offer letters to new hires.

AUTONOMOUS SCHOOLS

All elements of this circular shall apply to autonomous schools (Pilot, Horace Mann Charters, Innovation and In-District Charter Schools) in the same manner they apply to non-autonomous schools. The School Screening Committee Chairperson shall collaborate closely with the governing boards of autonomous schools to ensure an efficient and effective process that aligns with the vision of the school community.

Uniquely, the governing boards of autonomous schools have the right to create and advertise their own job postings in order to recruit candidates who align with the specific vision and values of their communities. Such candidates must still be vetted and approved through Phase 1 & Phase 2 of the district-wide process outlined above ("Pre-Screening and Selection Process," pg.1).

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