

Chicago Public Schools Policy Manual

Title: NEW ELIGIBILITY REQUIREMENTS FOR CHICAGO PUBLIC SCHOOLS
PRINCIPALSHIP POLICY

Section: 504.1

Board Report: 08-1217-PO2

Date Adopted: December 17, 2008

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Rescind Board Report 04-0225-PO1, "Requirements for Selection of the CPS Principals" and adopt a new "Eligibility Requirements for Chicago Public Schools Principalship Policy."

PURPOSE:

Section 34-8.1 of the Illinois School Code grants the Board the authority "to establish or impose academic, educational, examination and experience requirements and criteria in addition to those established and required by Article 21 [of the School Code] . . . for the position of principal as a condition for the nomination, selection, appointment, employment or continued employment of a person as principal of any attendance center."

Since 1997, the Board has had a policy that provides a system for identifying persons who are eligible for selection as a CPS principal. This new policy refines the system for maintaining a pool of Candidates for principalship who have been determined to have the knowledge, skills and ability to be a successful CPS principal which includes the responsibility to improve instruction, professionally develop staff and implement curriculum in the Chicago Public Schools. Under this new policy, Local School Councils, the Chief Executive Officer and the Board will select persons from the CPS Principal Candidate Pool to fill principal vacancies whether by contract or on an interim basis.

POLICY TEXT:

- I. **Definitions.** For purposes of this policy, the following definitions apply:
- A. "Principal Eligibility Pool" means the list of Candidates established and maintained under the prior policy titled "Requirements for the Selection of CPS Principals" (Board Report 04-0225-PO1).
 - B. "CPS Principal Candidate Pool" means a list of Candidates who have been determined under this policy to be qualified to seek a CPS contract or interim principalships and from which Local School Councils, the Chief Executive Officer or the Board may select contract or interim.
 - C. "Applicant" means a person who is seeking membership in the CPS Principal Candidate Pool.
 - D. "Candidate" means a person who has been admitted to the CPS Principal Candidate Pool.
 - E. "Candidate profile" means a report on a CPS principalship Candidate's knowledge skills, and abilities, CPS personnel history, work history, report on criminal history and any other information deemed relevant to a principal selection decision.
 - F. "Directly select a person as school principal" or "direct selection of a person as school principal" means either: (1) a vote by the Local School Council to directly select a school principal under Sections 34-2.2(c)(iii) or 34-2.3(1)C of the Illinois School Code; or (2) the execution of a 4-year performance contract (also known as the "uniform principal's contract") by a Local School Council and a Candidate.
 - G. "Uniform Principal Contract" means the 4-year performance contract entered between a principal Candidate and a Local School Council.
 - H. "Uniform Appointed Principals' Performance Contract" means the 4-year performance contract entered between a principal Candidate and the Board for the principalship of an alternative or small school with an appointed Local School Council.

II. Requirements for the Selection of Contract Principals by Local School Councils or Chief Executive Officer or Assignment of Interim Principals by the Chief Executive Officer.

A. Except in cases of renewal of an existing Uniform Principal Contract, Local School Councils shall only directly select a person as school principal:

- (1) who is a member of the CPS Principal Candidate Pool at the time the selection is made; and
- (2) for whom the Department of Human Resources has disclosed a Candidate profile to the Local School Council.

Any direct selection of a principal by a Local School Council inconsistent with the foregoing requirements shall be void.

B. In cases in where a Local School Council submits a list of persons to the Chief Executive Officer for the position of principal under Section 34-2.2(c)(iv) of the Illinois School Code because it has failed to directly select a school principal, the Local School Council shall include on that list only persons:

- (1) who are members of the CPS Principal Candidate Pool at the time the list is determined; and
- (2) for whom the Department of Human Resources has disclosed a Candidate profile to the Local School Council.

The Chief Executive Officer shall not recommend or select any person placed on a list by a Local School Council who does not meet the foregoing criteria to be a principal and any such selection shall be void.

C. To the extent that an Appointed Local School Council has the authority to recommend persons from among whom the Chief Executive Officer may make recommendations to award a Uniform Appointed Principals' Performance Contract, the Appointed Local School Council shall only recommend persons who are members of the CPS Principal Candidate Pool at the time of the recommendation and for whom, the Department of Human Resources has disclosed a Candidate profile to the Appointed Local School Council.

D. The Chief Executive Officer or designee:

- (1) shall only recommend that the Board grant a Uniform Appointed Principals' Performance Contract to a person who is a member of the CPS Principal Candidate Pool at the time of assignment or recommendation; and,
- (2) shall assign as an interim principal only a person who is a member of the CPS Principal Candidate Pool at the time of assignment, except that the CEO may assign a sitting or former contract or interim principal to another CPS school regardless of whether he or she is a member of the CPS Principal Candidate Pool, if, in the Chief Executive Officer's judgment, the sitting or former contract or interim CPS principal has a record of performance with the Board that demonstrates that he or she is exceptionally qualified to serve the particular needs of the school to which he or she will be assigned.

III. Creation and Maintenance of the CPS Principal Candidate Pool. The Chief Executive Officer or designee shall establish and maintain a CPS Principal Candidate Pool, which shall consist of Candidates eligible for direct selection, recommendation or assignment under Section II.A , B, C and D of this Policy because they meet the criteria set forth in Section IV of this Policy.

IV. Membership in the CPS Principal Candidate Pool.

A. Process for admission to the CPS Principal Candidate Pool. Except as provided in Sections IV.B, persons interested in membership in the CPS Principal Candidate Pool must apply for membership to the Chief Executive Officer or designee. The Chief Executive Officer or designee

shall develop an application process for membership in the CPS Principal Candidate Pool. The Chief Executive Officer or designee shall establish one or more application period(s) during each calendar year. The application process shall include elements that the Chief Executive Officer or designee deems appropriate to ensuring that CPS has a pool of highly qualified Candidates for principalships. Applicants for membership in the CPS Principal Candidate Pool may apply once within a 12-month period. Applicants who are not admitted after three applications may not reapply for membership for a period of three years following their last unsuccessful application. The application process shall include, at a minimum, the following elements:

- (1) *A Determination that the Applicant for Admission Meets Minimum Eligibility Criteria.* All applicants for admission to the CPS Principal Candidate Pool must possess and, where applicable, maintain, an Illinois State Board of Education ("ISBE") administrative certification that authorizes the applicant to serve as a public school principal in the State of Illinois.
- (2) *A Determination that the Applicant has Successfully Completed a Screening Process that Measures Knowledge, Skills and Abilities.* The Chief Executive Officer or designee shall establish the desired knowledge, skills and abilities for CPS principals and establish a screening process and uniform standards for measuring and assessing whether Candidates possess the desired knowledge, skills and abilities for CPS principals. All applicants for membership in the CPS Candidate Pool shall be subject to that screening process. The screening process may include assessment of applicant accomplishments and experience, a principal scenario examination, competency-based assessments (including case studies, instructional observation, and behavioral interview), and criminal and other background checks.
- (3) *Exclusion of Applicants Based on Exclusionary Criteria.* The Chief Executive Officer or designee shall exclude from consideration for membership in the CPS Principal Candidate Pool applicants who:
 - (a) have been convicted of criminal offenses set forth in Section 34-18.5 of the School Code;
 - (b) have been convicted of any other felony offenses within seven years of their application for admission to the CPS Principal Candidate Pool;
 - (c) are, at the time of their application, performing as a principal under a corrective action plan under the Board's Professional Support and Remediation of Contract Principals Policy;
 - (d) have been dismissed for cause from CPS employment;
 - (e) have been removed from a CPS principalship pursuant to Sections 34-8.3 or 34-8.4, unless, after a written request by the applicant or Candidate, the Chief Executive Officer or his designee has restored the applicant to CPS Principal Candidate Pool;
 - (f) applied for membership in the CPS Principal Candidate Pool within twelve (12) calendar months preceding the date of the application under consideration and were not admitted; or,
 - (g) applied three times and were rejected three times after January 1, 2009 for membership in the CPS Principal Candidate Pool, except where three calendar years have expired since the date of the last rejection.

B. *Transitional Membership In the CPS Principal Candidate Pool for Certain Members of the Principal Eligibility Pool.*

- (1) Members of the Principal Eligibility Pool who were admitted to the Principal Eligibility Pool pursuant to the procedures set forth in Section I.G of the prior policy titled "Requirements for Selection of CPS Principals" (Board Report 04-0225-PO1) shall be offered admission to the CPS Principal Candidate Pool on a transitional basis through September 1, 2009, provided that those persons (a) submit a statement of interest in membership in the CPS Candidate Pool, (b) consent to release of a CPS Candidate profile to Local School Councils to which

they apply for principalships, and, (c) are not subject to removal from the CPS Principal Candidate Pool under Section V of this Policy. To maintain membership in the CPS Principal Candidate Pool after September 1, 2009, those Candidates must seek readmission to the CPS Principal Candidate Pool only in accordance with Section IV.A of this Policy.

(2) Members of the Principal Eligibility Pool who were admitted to the Principal Eligibility Pool pursuant to the procedures set forth in Sections I.A, I.B, I.C, I.D, I.E and I.F of the prior policy titled "Requirements for Selection of CPS Principals (Board Report 04-0225-PO1) shall only be admitted to the CPS Principal Candidate Pool in accordance with Section IV.A of this Policy.

C. Expiration of Membership in the CPS Principal Candidate Pool. A Candidate's membership in the CPS Principal Candidate Pool expires upon the later of: (1) three years after the Candidates' admission to the CPS Principal Candidate Pool; or (2) three years from the date of the Candidates' last day of assignment or appointment as a CPS principal. Upon expiration of membership, a Candidate may seek readmission to the CPS Principal Candidate Pool only in accordance with Section IV.A of this Policy.

V. Removal of Candidates from the CPS Candidate Pool. The Chief Executive Officer or designee shall remove from the CPS Principal Candidate Pool, Candidates who:

- A. fail to meet the minimum eligibility criteria set forth in Section IV.A(1);
- B. have been convicted of criminal offenses set forth in Section 34-18.5 of the School Code;
- C. have been convicted of any other felony offense during their membership in the CPS Principal Candidate Pool;
- D. are principals placed on a corrective action plans under the Board's Professional Support and Remediation of Contract Principals Policy but only until the corrective action plan is successfully completed;
- E. have been dismissed for cause from CPS employment; or,
- F. have been removed from a CPS principalship pursuant to Sections 34-8.3 or 34-8.4, unless, after a written request by the applicant or Candidate, the Chief Executive Officer or his designee has restored the applicant to CPS Principal Candidate Pool.

VI. Review of Candidate Profile. A Candidate who is a member of the CPS Principals Eligibility Pool may request in writing to review his/her candidate profile. After review, the Candidate may submit for inclusion in the candidate profile writing to clarify or rebut information contained in the candidate profile. The Candidate may request that Chief Executive Officer or designee remove information from the candidate profile. The Chief Executive Officer or designee may develop guidelines regarding candidate profile reviews, clarifying information, and rebuttals.

VII. Effective Date/Application. The Policy becomes effective on January 1, 2009. This Policy shall apply to all principal selections, appointments or assignments made by Local School Councils, the Chief Executive Officer or designee or the Board on or after January 1, 2009. This policy shall not apply to valid selections of principals by Local School Councils or written offers of interim principalships made by the Chief Executive Officer or designee prior to January 1, 2009. This policy does not apply to the renewal of uniform principal contracts by Local School Councils.

Amends/Rescinds: Rescinds 04-0225-PO1
Cross References: 03-0423-PO01; 00-1220-PO1; 98-0225-PO2; 97-0326-PO4; 97-0226-PO3
Legal References: 105 ILCS 5/34-2.2; 105 ILCS 5/34-2.3; 105 ILCS 5/34-8.1; 105 ILCS 5/34-16; 105 ILCS 5/34-18; 105 ILCS 5/34-18.5