



**Division of Human Resources**  
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### **Aurora Public Schools' Principal Hiring Process**

The following principal hiring process will be facilitated by the Division of Human Resources and is designed to select the best candidate for the school while complying with applicable laws of fairness and equity.

1. Vacancy occurs.
2. Job will be posted (generally for two weeks). Human Resources will collect applications of interested candidates up to 4 p.m. of the closing day of the posting.
3. Coordinator/Director of Human Resources will facilitate a voluntary all-staff meeting to describe the hiring process and will generate a list of attributes that the staff desires in a principal. These characteristics will be used during the screening process, to develop interview questions, and to evaluate each candidate's interview.
4. HR will solicit volunteers from school staff to serve on the interview committee.
5. HR will facilitate the selection of representatives for the interview committee. The committee size is limited and participants are expected to represent the ideas of their stakeholder group. The committee is comprised of:
  - Two staff members – HR will facilitate the school's instructional leadership team's selection of interview committee participants from a list of staff volunteers. The staff members may or may not be members of the leadership team and may be licensed or classified employees. To eliminate possible bias, if an incumbent assistant principal applies for principal, other assistant principals in the building will be excluded from serving on the interview committee.
  - One parent from the school accountability or PTO/PTA/PTSAC committee
  - One principal from the same level (e.g. if the vacancy is for a middle school principal a current middle school principal will be on the committee)
  - One administrator from the Division of Equity and Engagement or ELA department
  - One Coordinator or Director of Human Resources
  - One Director of Student Achievement
  - Chief Academic Officer (optional)
6. HR will work with the staff representatives on the interview committee to write interview questions. There is a core list of district-approved and required questions that will be asked of every applicant. Other questions address the school's unique needs.
7. Administrators from the divisions of instruction and human resources will screen applications, possibly identify some to be interviewed, and forward additional applications for the interview committee's consideration. During the screening process, initial reference checks may be conducted on external candidates.
8. HR administrators will facilitate a meeting with the selected staff representatives and the school's director of student achievement to review the recommended applications and finalize who will be interviewed. In the event the staff representatives, Director of Student Achievement and HR administrator are unable to arrive at consensus on those selected for interview, the Chief Academic Officer will review the applicant file(s) in question and make the final selection(s).
9. HR will schedule and facilitate the first round of interviews. Interviews will consist of a one-hour written component and a one-hour verbal component. The interview committee will recommend two finalists to the superintendent for consideration.
10. Following the committee interview but prior to the interview with the superintendent, finalists will be asked to participate in an Instructional and Leadership Walkthrough at an APS school.
11. The finalists will be interviewed by the superintendent, the chief academic officer, the chief personnel officer, and the director of student achievement. Based on the finalist's interview, a review of the interview committee's input, and the candidate's fit for the school, the superintendent will select the new principal. If neither finalist is deemed satisfactory by the superintendent, he will either ask the committee for another finalist or repost the position.
12. The superintendent forwards his recommendation to HR who will conduct a thorough background check. If references and other aspects of the background check are satisfactory, the chief personnel officer will formally offer the job.