



January 2016

Dear Principal/Assistant Principal Candidate:

Charlotte County Public Schools is in the process of pre-qualifying Educational Leadership candidates for future vacancies in our school district. This letter is your invitation to indicate your interest in joining a pre-qualified pool of candidates who will be the sole resource for filling future principal/assistant principal vacancies.

If you are interested in being considered for the Leadership pool, the initial requirements for internal candidates are listed below:

- Completion of an online application in SearchSoft
 - Applicants may apply for any and all of the six posted vacancies: elementary, middle, and high school principal or assistant principal if they possess the credentials for the posting.
- Upload of a current resume to SearchSoft.
- Update if necessary, your official transcripts/certification to SearchSoft
- Documented effective teaching/leadership experience in a K-12 school:
 - 5+ years of teaching for entry to the Assistant Principal pool.
 - 2+ years of leadership experience for the Principal pool.
- Documented passage of the FELE
- Copy of your educational leadership degree
- Three Letters of Recommendation, including one letter from a Principal-Practitioner, supporting your move to School-Based Leadership

Your successful completion of step one of the pre-qualification process includes meeting all of above criteria. Candidates will be notified of their status regarding the process and those selected to continue will receive an invitation to proceed to the next step which includes:

- Onsite timed writing sample
- Complete an in/out basket activity
- Interview(s) with CCPS Principal Screening Committee

Thank you for your consideration. Our District is committed to finding the best, qualified educators to become our future leaders.

Sincerely,

Members of the Principal / Assistant Principal Screening Committee