

**RESCIND BOARD REPORT 03-0423-PO01**  
**POLICY ON REQUIREMENTS FOR THE SELECTION AND RETENTION OF CHICAGO PUBLIC**  
**SCHOOL PRINCIPALS AND ADOPT NEW POLICY ON REQUIREMENTS FOR THE**  
**SELECTION OF CHICAGO PUBLIC SCHOOLS PRINCIPALS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

Rescind Board Report 03-0423-PO01, "Policy on Requirements for the Selection and Retention of Chicago Public School Principals" and Adopt new "Policy on Requirements for the Selection of Chicago Public Schools Principals."

**PURPOSE:**

Pursuant to the provisions of 105 ILCS 5/34-8.1, the Board may establish or impose academic, educational, examination and experience requirements and criteria in addition to those required for issuance of a Type 75 certificate as prerequisites for the nomination, selection, appointment, employment or continued employment of a person as principal of any attendance center or as a condition of the renewal of any principal's performance contract.

This policy sets forth those requirements which must be met, in addition to possession of a Type 75 certificate, as a condition of employment or continued employment as a Chicago Public Schools principal. These requirements will ensure that a pool of qualified principal candidates is available for Local School Council selection.

**POLICY TEXT:**

**Introduction**

The Chicago Public Schools ("CPS") recognizes the crucial role that school principals play in improving and sustaining the quality of education for all students. Therefore, CPS is committed to the selection of only the most highly qualified individuals to oversee the educational programs in the city schools. In order to achieve this goal, CPS shall use **performance based standards** to identify those individuals who are qualified to serve as principals. This performance based approach shall be implemented in the following manner.

**I. Eligibility for a Chicago Public Schools Principal Position**

Pursuant to the School Code, Local School Councils ("LSC") select principals from a pool of individuals who the Board has determined to be qualified for a CPS principal position. In order to assure that the pool of candidates consists of the most highly qualified individuals, the Board shall implement a performance based standards candidate selection approach beginning July 1, 2004. The following guidelines shall determine those who will be included in the principal eligibility pool:

- A. All current CPS contract principals shall be placed into the eligibility pool.
- B. Interim and acting principals with at least six (6) months experience as of June 30, 2004 shall be placed into the eligibility pool.
- C. All past CPS contract, interim and acting principals with at least six (6) months experience as a contract, interim or acting principal shall be placed into the eligibility pool.
- D. Current eligible assistant principals and other currently eligible candidates shall be placed in the eligibility pool provided they submit a portfolio that successfully demonstrates their instructional leadership and managerial experience within three (3) months following distribution of the portfolio assessment package, which will include the assessment instrument and scoring rubric developed by Office of Principal Preparation and Development ("OPPD") in collaboration with the Chicago Principals and Administrators Association ("CPAA").

1. Distribution shall be by mail to the candidate's current address on file with the CPS' Department of Human Resources.
  2. Candidates who timely submit their portfolios shall remain in the eligibility pool unless and until they are determined to be ineligible by the Performance Review Committee which is described in subsection H below.
- E. Candidates who successfully complete by June 30, 2004 CPS approved principal preparation programs that include CPS approved administrative internships shall be placed into the eligibility pool.
- F. The Chief Education Officer shall determine on a case-by-case basis the principal eligibility status of any CPS contract principal removed from a CPS principalship pursuant to 105 ILCS 5/34-8.3.
- G. Beginning July 1, 2004, CPS principal candidates other than those in A-E above, must satisfy the following requirements and/or conditions in order to be placed in the eligibility pool:
1. Pre-register with OPPD of intent to apply for a principalship in the Chicago Public Schools.
  2. Pass a candidate background check that shall be conducted by the OPPD.
  3. Possess a master's degree in addition to an Illinois Type 75 certificate.
  4. Successfully complete a writing sample that demonstrates competence in written communication skills.
  5. Successfully complete a rigorous program of study approved by CPS that relates directly to school leadership and the principalship.
  6. Successfully demonstrate relevant instructional and managerial leadership experience.
    - a. Candidates may satisfy this requirement by demonstrating that they have engaged in successful and relevant instructional and managerial leadership experiences. For example, candidates who have worked as assistant principals, lead teachers, bilingual lead teachers, reading specialists or area instructional coaches may have the instructional and managerial leadership experience that prepares them to be successful CPS principals.
    - b. CPS is committed to developing career paths that will help prepare individuals for the principalship by providing opportunities for obtaining instructional and managerial leadership experience.
    - c. Candidates who cannot demonstrate the requisite instructional and managerial leadership shall participate in and successfully complete a performance based internship approved by OPPD at a Chicago public school that will provide them with the opportunity to gain the experience that prepares them to be effective principals.
  7. Pass a written examination that tests their knowledge of Board policies, rules and procedures and relevant Illinois School Code provisions.
  8. Successfully complete an oral interview.

- 9. Requirements 5 and 6 may be waived, after a review of credentials and work experience by OPPD, for candidates who have previously served as principals for at least two (2) continuous school years since 1990 in a non-CPS school.
- H. Portfolios submitted by candidates to satisfy the requirements of subsections D and G.6.a. above shall be assessed by the Portfolio Review Committee ("PRC"). The PRC shall consist of five members, two appointed by the President of the CPAA and three appointed by OPPD.

**II. Principal Professional Development and Recertification Requirements**

- A. All the following guidelines shall determine recertification requirements for principals:
  - 1. Principals who are required to submit an Administrator's Recertification Plan to the state must submit their plan and complete the professional development program set forth in it.

or

  - 2. Principals who are not yet required to submit an Administrator's Recertification Plan to the state must complete professional development hours in accordance with the Illinois State Board of Education (ISBE) administrators' recertification guidelines (the equivalent of twenty [20] hours per year). The aforementioned principals selected by a Local School Council for a new principal position at another school must have completed this requirement before the new Uniform Principal Contract is approved by the Board.
- B. Within a reasonable time after selection, new principals will complete a CPS-approved program for new principals.

**Approved for Consideration:**

  
**Barbara Eason-Watkins**  
Chief Education Officer

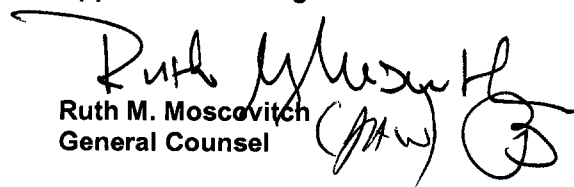
**Approved:**

  
**Arne Duncan**  
Chief Executive Officer

**Within appropriation:**

  
**John Maiorca**  
Chief Financial Officer

**Approved as to Legal Form:**

  
**Ruth M. Moscovitch**  
General Counsel