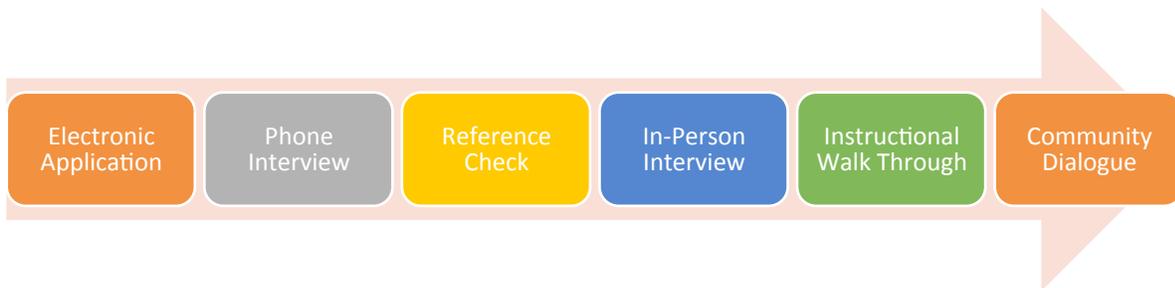


Principal Hiring Process

To apply for the elementary or middle school Principal positions at Wyatt Academy charter school, candidates must complete the process outlined below. Prior to submitting any materials, please carefully review the position description and requirements for application and cover letter. The hiring process is led by a consultant to Wyatt Academy and the hiring nomination will be made by a committee that includes representation from the Wyatt Board of Trustees, staff, parent community and external academic experts. Wyatt Academy values the diversity of its current students and families and likewise is actively seeking to build a pool of qualified and diverse candidates for the Principal positions. Candidates from all cultures and ethnicities are encouraged to apply.



Step 1. Electronic Application (email)

To apply for one of the Principal positions, please send the following items to applytolead@wyattacademy.org

- Resume (including current contact information)
- Cover letter that addresses the following prompts:
 - Why do you want to lead at Wyatt Academy?
 - Which principal position are you applying for (i.e., Elementary or Middle School)?
 - What measurable academic outcomes do you have from past leadership experience serving students with a similar demographic to Wyatt Academy (e.g., 96% free and reduced lunch, 98% minority, 54% English language learners, 10% SPED)?
 - Describe a meaningful leadership development program that you have completed and your key take-aways from this program. When was the program completed?

Note: Candidates do not need a Principal license to apply for this position

Step 2. Phone Interview (30-45 min)

If selected, you will be emailed by a coordinator to set up a phone interview. The coordinator will also send you a couple of pre-read materials which should be reviewed prior to the phone interview. The phone interview will be focused on:

- Describing specific situations from your past school leadership experience



- Sharing initial analysis based on the pre-read materials
- At least 5 minutes of open question time

Step 3. Reference Check

For candidates advancing from the phone interviews, reference checks will be proceed as follows:

- Candidates will supply names and contact information for their two most recent supervisors and one additional professional reference.
- References will be contacted via phone or email to provide a reference on the candidate

Step 4. In-Person Interview (~4.5 hours)

For candidates advancing through the reference checks, the in-person interview will bring together multiple candidates at the same time as follows:

- Candidates will participate in several role-playing activities, conducted with the Wyatt hiring committee, that require candidates to demonstrate school leadership skills
- Candidates are welcome to bring materials which support them in scenarios and role-played feedback conversations as if they were coaching teachers

Step 5. Instructional Walk Through (~2 hours)

Candidates advancing from the in-person interviews will be invited to:

- Participate in an instructional walk through accompanied by a member of the hiring committee and the search coordinator
- Candidates will be asked to share instructional observations and hypothetical feedback that they would provide based on the classrooms visited

Step 6. Community Dialogue With Finalists (~2 hours)

Finalists will be invited to:

- Present to a gathering of Wyatt scholars, families and community members, including entertaining open questions from the community and gathering informally afterwards to discuss questions from families
- Ask questions of representative members of the Wyatt Board of Trustees

Prior to Hire

Prior to confirming a contract for employment, Wyatt Academy will require an in depth background check including a fingerprint background check and a criminal electronic records search.