

Orange County Public Schools Assistant Principal Pool Application Process

Application Requirements:

1. Master's Degree or higher from an accredited institution reflecting Educational Leadership or Administration and Supervision
2. Three years of successful teaching experience including experience at the appropriate level for the position
3. Taken and passed the Florida Educational Leadership Exam (FELE) or
*Statement of Eligibility from the State of Florida or Current certification as a Local Area Director in Florida

In addition, one of the following is required:

1. Official Florida Professional Certificate reflecting Educational Leadership, Administration, or Administration and Supervision.
2. An application for certification in Educational Leadership, the application fee, and an official transcript reflecting the master's degree in order to determine eligibility for Educational Leadership and FELE report indicating a passing score.

If you meet the criteria, please start an application by clicking on the following hyperlink:

<https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=90442>

Required Documentation:

- **Resume and Cover Letter**
- **Completed online application in the Applicant Tracking System**
- **Principal Style Profile Builder (found in the Applicant Tracking System)**
- **Electronic School-Based Administrative Recommendation Forms (one must be from current principal)**
- **Last 3 consecutive evaluations signed by your supervisor or school principal**
*2014-2015 *2015-2016 *2016-2017

**Applications are routed through the following stages.
Only applications meeting criteria for each stage will progress.**

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|-------------------------|--|
| 1. Application Process- | Applications reviewed for adherence to application requirements. |
| 2. Application Review- | Applications reviewed to ensure all required documentation is completed and submitted. |
| 3. Committee Review- | Application is sent to a committee to determine progression. |
| 4. In-Basket Exercise- | Online situational and writing evaluation taken at OCPS district office testing site. |
| 5. Ventures Interview- | Face-to-Face recorded interview with Ventures certified interviewer |

Candidates who successfully enter the Assistant Principal Pool are eligible to interview for advertised vacancies.

Additional Information:

Applications not completed within **25 days** are automatically purged from the system. Use the "save" button in the system to save your work and return at a later time. Applications can be accessed and updated with requested information, even after submitted.

Submitted applications are held for one year and applicants must complete the Administrative Selection Process within that time. After one year, a new application must be submitted to start the process again.

The **Principal Style Profile Builder** can only be completed every two years. If it has been less than 2 years, previous results must be **shared** at the time a new application is completed.

This process has been put into place so qualified applicants are considered for school-based administrative positions.

If you have any additional questions or need support, please feel free to contact poolprocess@ocps.net by email, or via phone at 407-317-3200 x2002588. We will be happy to help you through this process.