



Vice Principal Pool Application Frequently Asked Questions for Candidates

Why are we doing a new process this year?

As part of our renewed commitment to equity and transparency, KIPP DC is launching a public and streamlined vice principal selection process for the 2020-2021 school year. Through this more inclusive process, KIPP DC leadership aims to create a broader pipeline for leadership and provide opportunities for our teachers to initiate their own participation in the selection process. We believe that these efforts will ensure that we build and develop a more diverse and inclusive cadre of leaders at KIPP DC.

When is the application deadline?

All applications must be submitted by January 17, 2020.

How do I apply?

Candidates should apply online at www.kippdc.org.

Who should apply?

KIPP DC is looking for Vice Principal candidates who are committed to KIPP DC's mission that all students can learn and achieve at high levels if given the opportunity, have a strong instructional background, and are looking to develop the leadership skills necessary to build great schools. Specifically, candidates should have:

- Bachelor's degree
- Minimum of 4 years teaching experience
- Demonstrated academic results
- Demonstrated leadership experience
- Demonstrated record of professionalism

Do I have to be teaching currently in order to apply?

No. Candidates do not currently need to be in a teaching role, however all candidates must possess the basic requirement of at least four years of teaching experience in order to apply.

What are the stages of the application process?

There are three stages of the application process. Applicants will be notified after each stage of the process about whether they will progress to the next stage.

- Stage 1: Written Application and Teaching Video Submission
- Stage 2: School Leader Recommendation and Phone Interview
- Stage 3: In-Person Panel Interview

How long will the application process take?

The application process will likely take six to eight weeks. Candidates will know by the end of March whether or not they have moved through all stages of the interview process and are invited to the recommended pool.

What is the recommended pool?

If a candidate successfully completes all stages of the application process, she/he will be invited to the recommended pool. Principals with vice principal vacancies will interview candidates for their open positions from the recommended pool.

If I advance to the recommended pool, am I guaranteed a vice principal position next year?

Candidates who advance to the recommended pool, both internal or external, are not guaranteed a vice principal role for the next school year as the number of vacancies at schools is still unknown. If there is no vice principal vacancy available for an individual in the pool, options for other roles will be shared.

How will I know what school I may be selected for?

Principals who have a vice principal vacancy for next year will interview candidates from the recommended pool. Candidates will receive an offer letter from a specific school, which will confirm their placement for next year.

Will my school leader know that I have applied?

Yes. Candidates are not required to speak to their school leaders prior to applying, however all school leaders will provide feedback on teachers who apply as part of the application process.

What if I have questions about the application process?

KIPP DC will host two webinars for candidates to learn more about the selection process. One webinar will be in December and one will be in January before the deadline. These webinars will be held by Anna Gregory, Chief of Staff, and Danielle Brooks, the Director of Talent Development. They will be advertised to the KIPP DC Team and Family through future email blasts.

The Director of Talent Development will also hold phone office hours for anyone who is interested in asking personal or additional questions about the process over winter break.