



# PA PRINCIPALS ASSOCIATION

## School Leaders' Search Services

**Fast Track:** This process is designed for a district who is facing an immediate need to fill a principal or assistant principal position.

**Regular Process:** This process is designed for a district who is not faced with filling a principal or assistant principal position immediately.

<b><i>FAST TRACK COMPONENTS</i></b>	<b><i>REGULAR PROCESS COMPONENTS</i></b>
Consult with the administrative team about desired qualities for position.	Establish timelines with district.
Establish a timeline with the district backing up from desired appointment date.	PA Principals conduct online surveys of community and staff about desired qualities.
Use the Principals database to invite school leaders to apply.	Use the Principals database to invite school leaders to apply.
Screen applications and bring the desired number forward.	Screen applications and bring the desired number forward.
Schedule first round interviews.	Schedule first round interviews with building level staff.
District determines finalists and PA Principals contact references.	Work with district on identifying interview questions for first round.
Schedule second round interviews.	District determines finalists.
District makes an offer.	Schedule second round interviews with administrative team.
	Work with district on identifying interview questions for second round.
	District determines finalists for third round.
	Schedule third round interviews with the board.
	PA Principals conduct reference checks.
	Work with district on identifying interview questions for third round.
	District makes an offer.
<b>\$1,500 plus consultant(s) mileage and room (if needed).</b>	<b>\$3,000 plus consultant(s) mileage and room (if needed).</b>

- **Advantages of using PA Principals Association - we have an active membership of 3,500 school leaders who will get your vacancy information and will be invited to apply. All searches will be coordinated by Dr. Paul M. Healey, Executive Director of PA Principals Association and former superintendent of schools. Other PA Principals Association staff will assist as needed.**
- **Contact Dr. Paul M. Healey for more information – 717-732-4999.**