



Overview of Principal Selection Process

Background

As Navigator Schools plans for growth in the near future, we recognize the importance for implementing a clear and thorough Principal selection process. The selection process focuses primarily on qualified, committed internal candidates who have demonstrated leadership. We are focusing on internal candidates because:

1. It is important for a Navigator principal to have a deep understanding of our culture and have experience working within the Navigator model
2. We value our existing employees who have contributed to our success
3. We are committed to leadership development and growth opportunities for all staff
4. We have implemented a structured leadership development program that is developing our leadership pipeline

A leadership panel participates in the process in the following ways:

1. Complete a selection matrix for each candidate
2. Review matrix results with candidates
3. Discussions with candidates regarding Navigator's 5 compass points, leadership values, and principal development program
4. Create an action/support plan with the candidates
5. Formally recommend candidate/s to CEO

The final step in the process is CEO approval. The process also includes a secondary external principal selection process, to be used if there are no internal candidates available.

The following documents provide further detail:

- Navigator Schools Principal Selection Process, Internal Candidate
- Navigator Schools Principal Selection Process, External Candidate
- Navigator Schools Principal Job Description
- Navigator Schools Principal Selection Process: Matrix
- Navigator Schools Principal Selection Process: Compass Points
- Navigator Schools Principal Selection Process: Leadership Values
- Navigator Schools Principal Development Program



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Navigator Schools Principal Selection Process (Internal Candidate)

Navigator Schools equips students to become learners and leaders in high school, college, and beyond.

We develop top tier teams of educators who consistently improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.

Internal process:

1. Candidate meets all required criteria in [Principal Job Description](#)
2. Panel scores [Principal Matrix](#) and discusses results
3. Candidate participates in a selection forum including:
 - a. Panel/candidate discussion
 - i. [Navi 5 Compass Points review](#)
 - ii. [Navi Leadership Values review](#)
 - iii. [Navigator Principal Development program](#) review
 1. School development
 2. Personal development
 3. Talent development
 4. Navigator development
 - iv. Discussion of matrix scoring and develop [Principal Action Plan](#)
 - b. Candidate reviews and signs a [Navi Principal Commitment](#)
4. Forum panel debrief, decision, signing of [Principal Recommendation Form](#)
5. CEO approval and promotion



Navigator Schools Principal Hiring Process (External Candidate)

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Navigator Schools equips students to become learners and leaders in high school, college, and beyond.

We develop top tier teams of educators who consistently improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.

Process:

1. Candidate meets all required criteria in [Principal Job Description](#)
2. Candidate formally applies for position (on-line application on EdJoin or other job search site)
3. Candidate completes [360° Survey Requirements](#)
 - a. Candidate + three colleagues (current supervisor, coachee, and a third person, candidate's choice) complete survey
 - b. Candidate + three colleagues submit survey results within assigned timeline
4. Candidate participates in a selection forum
 - a. 360° survey results and feedback
 - b. Interview
 - c. Competencies: Navi 5 Compass Points, Navi Leadership Values
 - d. Panel Matrix scoring
 - e. Navigator Principal development program discussion (school, personal, talent, Navigator development)
 - f. Scenario
5. Forum panel debrief, decision, signing of recommendation form
6. CEO recommendation



Principal

Reports to:

CEO

FLSA Status:

Exempt

WHO WE ARE

Navigator Schools is a network of public charter schools that operates high performing K-8 schools in the Northern Central Coast region. Navigator is committed to closing the achievement gap through highly effective, student focused teaching methods, and boasts some of the top test scores in California.

OUR MISSION

Navigator Schools equips students to become learners and leaders in high school, college, and beyond.

We develop top tier teams of educators who consistently improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.

ROLE SUMMARY

The school principal is a critical member of the Navigator Schools senior leadership team charged with driving exceptional academic achievement and positive school culture. A Navigator principal is accountable for school and school leader performance, including but not limited to teaching and learning on the school site and across the organization. S/he will collaborate with other school and organizational leadership to operationalize the academic vision for the organization and lead a high-performing instructional team. The principal will develop teachers and leaders utilizing the Navigator Schools coaching model in service to achieving goals. A Navigator Schools principal is committed to and works to create schools that are equitable, diverse, and create a sense of belonging.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the instructional leader of the school, assuming full responsibility for the collaborative development and implementation of organization and site goals and objectives
- Serves as a visionary leader for the site and organization
- Provides leadership in the organization and administration of the school's instructional program
- Supervises the site leadership team to ensure that academics, operations, and culture are maintained at a high level
- Carries out and supports all policies, programs, and instructional models that have been established by Navigator Schools
- Complies with all Navigator site leadership, professional and instructional practices and expectations
- Maintains compliance of State and federally-mandated programs
- Acts as a representative and liaison between the school and Support Office
- Serves as a valuable member of the organizational leadership team
- Performs other duties and responsibilities as assigned



SUPERVISORY RESPONSIBILITIES

- Responsible for overall supervision, evaluation, and coaching of all site staff
- Responsible for delegating supervisory, evaluatory, and coaching roles to other school leadership personnel
- Responsible for delegating the organization and supervision of school site volunteers

REQUIRED EDUCATION & EXPERIENCE

- BA, CA Teaching Credential, 3+ years teaching experience and 2+ years special assignment or school leadership experience
- Working knowledge and experience with Navigator Schools instructional and cultural models
- 1+ years of Navigator coaching experience
- Participation or willingness to participate in a Navigator-approved leadership program (RELAY, Innovate Public Schools, etc.)
- Mastery of the Navigator '5 Compass Points'
- Mastery of the Navi Leadership Values

PREFERRED EDUCATION & EXPERIENCE

- Administrative Credential
- Experience in working with diverse student and community populations
- Experience working in an educational environment that is challenging, fast-paced, and driven to succeed despite all odds
- Experience and skill in motivating others and in utilizing staff to maximize their capabilities
- Experience choosing, using and managing on-line educational programs
- Experience working in a charter management organization or other public school environment

PREFERRED QUALIFICATIONS

- Ability to perform each essential duty satisfactorily, reasonable accommodations may be made to enable individuals with disabilities to perform essential responsibilities
- Excellent interpersonal skills, including the ability to develop and keep the trust and confidence of others; the ability to successfully work with different personality styles
- Ability to work effectively and positively with diverse parent communities
- Excellent communication skills, including speaking, listening and writing
- Knowledge of school finance, budgeting, and business operations, and the ability to manage a school budget in a responsible manner
- Ability to lead and positively navigate conversations and meetings that include divergent opinions and conflict
- Must be able to work effectively under pressure with frequent interruptions
- Must be able to understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the course of work

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis and/or other



employment clearance.

COMPENSATION AND BENEFITS

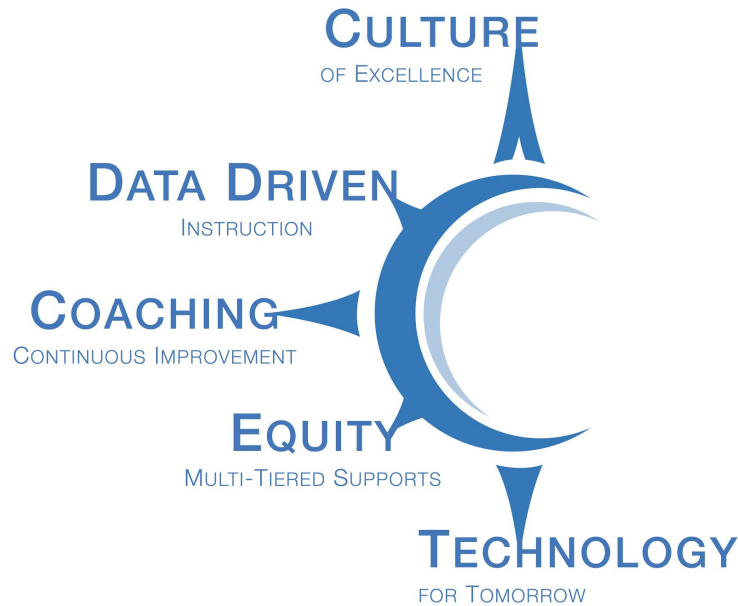
Salary and benefits will be competitive and commensurate with experience.

Navigator Schools is committed to hiring a diverse team and encourages candidates of all backgrounds to apply. Navigator Schools is an equal opportunity employer.

<p style="text-align: center;">Mindset DRAFT</p>	<p>Skills (1-4) Scale 1 = Major area of growth 2 = Partially meets 3 = Meets 4 = Exemplar</p>	<p style="text-align: center;">Brief Narrative reflection</p>
<p>Coaching Mindset: I'm a people developer and influencer People genuinely like this person because he or she has been able to build relationships and garner influence in the organization whether or not they currently hold a leadership position.</p>		
<p>DDI Mindset: I focus on outstanding results Has a history of producing strong, data-driven results in their current and past position (i.e. coaching skills, strong test scores, etc)</p>		
<p>Culture Mindset: I live and breathe professionalism Reliability in the form of being present and active during the 180 school days as well as any calendared workdays outside of instructional days. The candidate demonstrates professional responsibility, integrity, and ethical conduct.</p>		
<p>Culture Mindset: I know that success is lead by the power of communication Is able to communicate in a professional manner with parents, staff and students while modeling truth and positivity.</p>		
<p>Culture Mindset: I'm a go getter and problem solver Has notable drive and passion when tackling projects and problems. Takes initiative to solve problems utilizing resources in a thoughtful way. Comes up with ideas and finds ways to implement them effectively. Does not wait to be told what needs to be done.</p>		
<p>Coaching Mindset: I'm a people developer and influencer Has an understanding of how to manage projects and people to get best possible outcomes.</p>		
<p>Coaching Mindset: I use my creative and innovative mind Has an adequate number of years in a classroom and at various grade levels. Shows an understanding of academic rigor and is able to apply it to multiple subjects and grades.</p>		
<p>Culture Mindset: My blood runs Navi blue Has exhibited Navigator leadership values through both words and actions.</p>		
<p>Equity Mindset: Equity...I do whatever it takes Has a similar culture to that of the community we are serving, bilingual, or understands the community in a way that would make them relatable. E</p>		
<p>Coaching Mindset: I'm a people developer and influencer Has a proven track record of being an effective coach at Navigator.</p>		
<p>Culture Mindset: I'm a servant leader Exhibits Navi Leadership "SERVE" Values and collaborates with and empowers team members to problem solve, troubleshoot, and implement solutions.</p>		
<p>Equity Mindset: Equity...I do whatever it takes Understands that equity isn't equal. Providing very student, parent or staff member what they need when they need it.</p>		

NS Principal Selection Process: 5 Compass Points

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It is essential that Navigator Schools principals stay focused on the 5 Compass Points. With that in mind, please do the following:

1. Reflect on each point and talk/write about why it is an essential element of the Navigator model
2. Talk/write about the strengths of each element at your current site and within the organization
3. Talk/write about the areas for growth of each element at your current site and within the organization
4. Talk/write about your thoughts on which element is an area of strength for you, and which element is your biggest area for growth...elaborate on why you feel it is a strength or area for growth

NS Principal Selection Process: Leadership Values

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NAVIGATOR LEADERS...SERVE

SELFLESS, *HUMBLE* SERVICE TO THE *TEAM*

EMPATHETIC, *POSITIVE* APPROACH TO PEOPLE

RELENTLESS ABOUT *STUDENT SUCCESS*

VALIAN EFFORTS TO FULFILL OUR *MISSION*

EQUIPPING OTHERS FOR *LEADERSHIP*

It is essential that Navigator Schools principals embody the Navi leadership values and demonstrate them through their behaviors. With that in mind, please do the following:

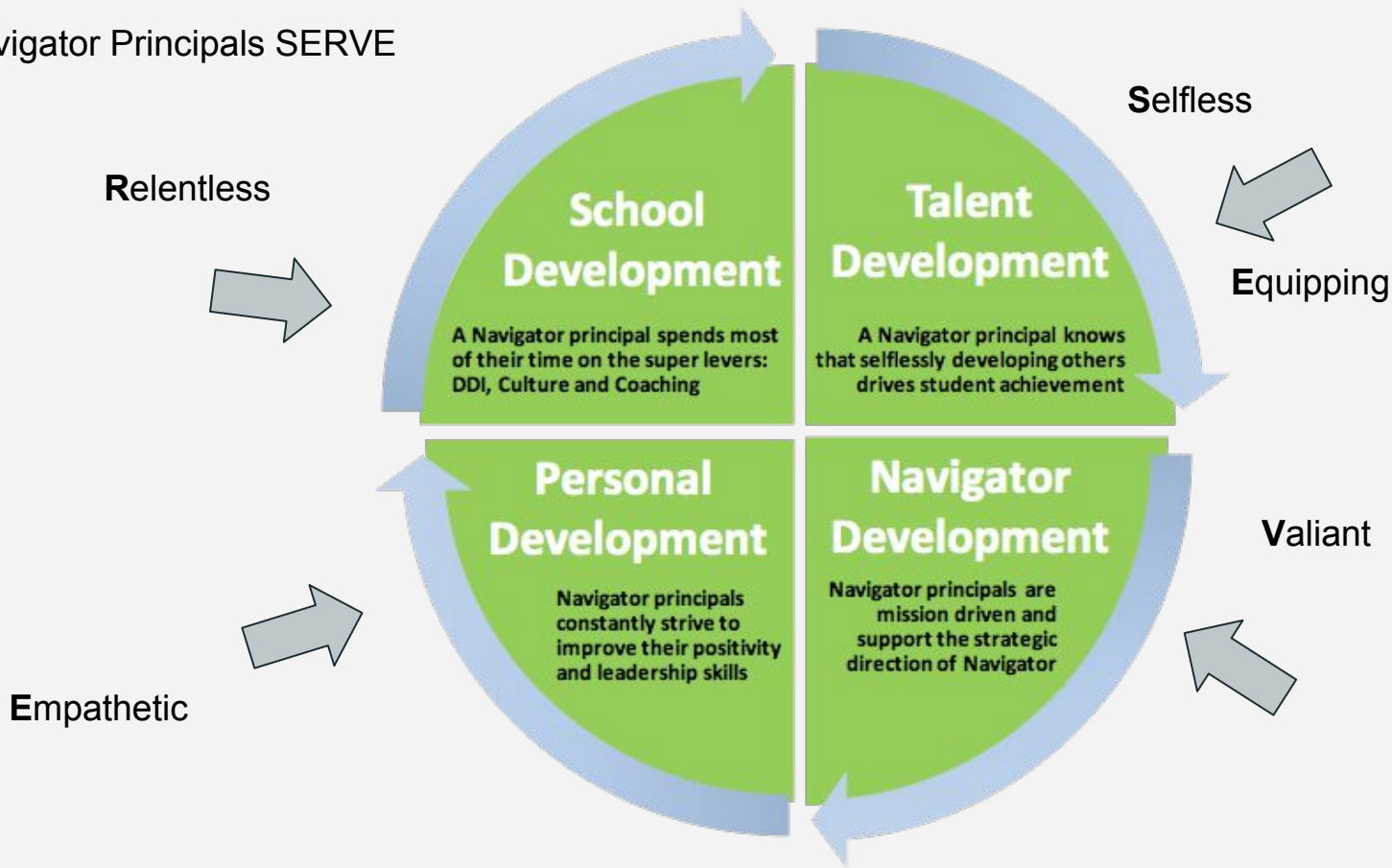
1. Reflect on each of the five values and and talk/write about why it is an essential element of the Navigator model
2. Talk/write about your strengths/areas of growth for each value and how you intend to continue to develop your leadership in these areas
3. Talk/write about your thoughts for each value as it relates to an area of strength for you, and which element is your biggest area for growth...elaborate on why you feel each is a strength or area for growth
4. As a principal of a Navigator school, you will be responsible for developing each of your teammates and to help develop these values within themselves. How do you plan to accomplish that?

The Navigator Principal Development Program

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The Navigator Principal Development Program

Navigator Principals SERVE



School Development



Adherence to super levers

- Culture
- DDI
- Coaching
- MTSS
- Technology

Required readings for School Development

Site follows the Navigator Leadership Monthly Map

- Utilizes Navi meeting structures and communication calendar
- Implement Navi monthly activities calendar
- Implement Navi assessment and academics calendar

Actively participates in ongoing research and development

- School visitations
- New pilots
- New school wide implementations

Talent Development

Hiring Process

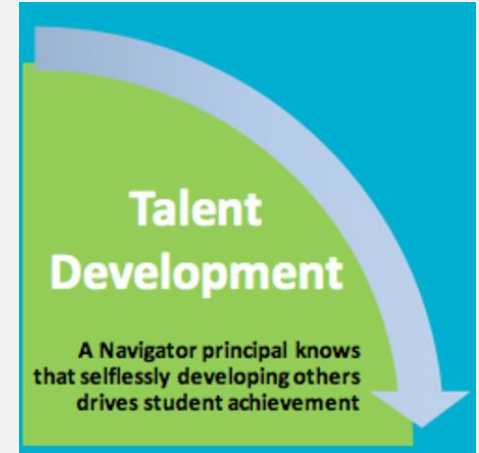
Required Readings of the for talent development

Coaching systems for developing employees

Online courses for teachers and leaders

BTSA

Navi 101/201



Personal Development

Take online Navi leadership courses

Required Readings for leadership development

Participate in coaching weekly

Attend required workshops (Innovate, RELAY, Silicon Schools Fund etc.)



Navigator Development

Participate in relevant strategic planning and implementation

Participate in growth related activities when asked

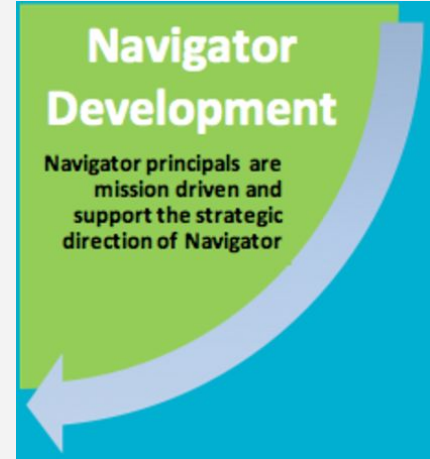
Support petition writing

Attend required workshops (Innovate, RELAY, Silicon Schools Fund, Ryan Fellowship, CCSA)

Attend board meetings

Support the annual leadership development days and all Navi-wide trainings

Improving our communities through education



Strategic Development



Navigator Development

Participate in relevant strategic planning and implementation

Participate in growth related activities when asked

Support petition writing

Attend required workshops (Innovate, RELAY, Silicon Schools Fund etc.)

Attend board meetings

Support the annual leadership development days and all Navi-wide trainings