



## **FAQs for Principals and Assistant Principals**

**Q: I was in the AP/Principal pool last year, do I need to APPLY again AND/OR will I need to INTERVIEW again?**

A: Your eligibility to be in the pool is valid for only 2 hiring seasons. If you were in the pool the previous year, it is highly recommended that you apply to the new pool so that your most up-to-date information (resume, cover letter etc.) is on file for the Hiring Managers to review. However, you may not need to go through the screening process again (phone screen and pool interview). However, once that 2 years has expired, you will need to go through the screening process again (phone screen and pool interview).

**Q: Do I need to have an administrator's license to apply or get into the AP/Principal pool?**

A: No, an administrator's license is not required to apply. If someone without a license is hired into the Assistant Principal/Principal role, during the regular hiring cycle to start the new position in August, they will be eligible to participate in DPS' Denver Lead Today (DLT) program ([Click here for more info!](#)) and they will be required to complete licensure through DLT. Anyone who applies to the pool without an administrator's license should be made aware of this commitment and if the candidate does not hold an active teacher's license for 3 years or more, they will need to be in DLT for 3 years. Candidates in need of alternative licensing through DLT will not be eligible for hire into a licensed position until the start of the school year. If you have any questions on this please contact Lead in Denver at [lead@dpsk12.org](mailto:lead@dpsk12.org) or 720-423-3378.

**Q: What is the process to apply for Dean roles in the district?**

A: Unlike Assistant Principal/Principal roles, there is no screening required to apply to Dean roles. You can apply directly to any Dean roles posted on the DPS job board.

**Q: I have submitted my application, but now I can't upload my supporting documents. Do I need to withdraw my application or how do I proceed?**

A: Once you have submitted your application, you will not be able to upload any documents. In this case, please send your supporting documents to [SchoolLeadershipCandidates\\_HR@dpsk12.org](mailto:SchoolLeadershipCandidates_HR@dpsk12.org).

**Q: Can I use my cover letter from last year? To whom do I address the cover letter?**

A: Yes, you can use an old cover letter if it addresses the same questions. We would recommend that you update it to reflect your most recent achievements and/or experience. Please address your cover letter to Denver Public Schools: Human Resources Department.

**Q: I am currently working for a charter school in partnership with Denver Public Schools, do I apply as an internal or external candidate?**

A: You would have to apply as an external applicant. You can do so here: [Start here!](#)



**Q: What is the turnaround time to be contacted after submitting an application for the AP & Principal pools?**

A: On average, you will be contacted within 2 weeks after submitting your application, if you are eligible to schedule a pool interview. We will also let you know if you did not pass the first review. After you have interviewed for the pool, you should hear back within 3 – 4 business days.

**Q: If I do not have my license yet or only have an out-of-state license, how do I transfer that over?**

A: If you have an out-of-state principal license and/or do not have a current Colorado principal license please visit the CDE website (<http://www.cde.state.co.us/cdeprof>). You will see what you will need to start the process to transfer your current license to the state of Colorado or enroll into an alternative licensing program, if you are hired for a school leadership role with DPS.

**Q: I am interested in school leadership pathways program with DPS, where can I find more information?**

A: Please visit: <http://careers.dpsk12.org/school-leaders/pathways-to-school-leadership/>

**Q: I live out of state and am unable to fly in for the initial interview, can I still make it into the pool?**

A: Yes, you can still interview for the pool even if you are unable to fly in for any of the screening events. The selection team conducts remote interviews for candidates who do not reside in CO, but we highly recommend that candidates interview in person for the initial screening.

**Q: Can I apply to be in the principal pool as well or will I need to an Assistant Principal, first and go through one of the LEAD programs like Learn to Lead?**

A: Generally, DPS does not interview principal candidates who have not been assistant principals first. You don't necessarily need to go through a LEAD program before being an AP if you have an administrator's license.

**Q: I am interested in a specific school position? How may I apply to just that one?**

A: DPS utilizes a pool process for assistant principal and principal applications. To apply for specific school vacancies, candidates must first apply to our central screening process and screen into the candidate pool. To apply to the pool, please select on the appropriate link:

- AP Application Process: <http://careers.dpsk12.org/apply-now/assistant-principal-application-process/>
- Principal Application Process: <http://careers.dpsk12.org/apply-now/principal-application-process/>

**Q: I am a current DPS Assistant Principal or Principal interested in transferring to a different DPS school as an AP/Principal, do I still need to apply to the pool?**



A: Yes, you will still need to apply to the AP/Principal Pool through the internal DPS Job board. However, you do not need to go through the screening process (phone screen and pool interview). Approval is needed from your Regional Instructional Superintendent before you can apply to the school specific vacancies.