



GUIDE TO THE 2008-09 ADMINISTRATOR APPLICATION PROCESS RECOVERY SCHOOL DISTRICT

Contents:

- Letter from Superintendent Paul Vallas
- Instructions for Applying to be an RSD Administrator
- Timeline for 2008-09 Administrator Selection Process



February 22, 2008

Dear Prospective Administrator:

In the aftermath of Hurricane Katrina's destruction, we have an historic opportunity in New Orleans to build a new school district from the ground up. While we face many challenges, there are no institutional obstacles to building a district that truly serves the best interest of our children and can become a model for the nation.

Building such a district could become a critical catalyst for the revitalization of the whole city. As a school leader, you can be a part of this great undertaking.

New Orleans and the Recovery School District are a hotbed for change and school reform. We need talented people to lead our efforts at the building level. Not only do we offer competitive salaries and benefits, our district is unique in that we are giving principals more autonomy over budgets and staffing and the freedom to run their buildings. Our guarantee to you is that this experience will help you grow as an administrator while at the same time providing you with the satisfaction of knowing that you've made a positive contribution to this nation's second oldest and most unique city.

This job is not for the meek, but neither is any great undertaking. If you have what it takes, if you feel up to the challenge and truly want to make a difference in education, this is the job for you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Vallas', is written in a cursive style.

Paul Vallas
Superintendent, Recovery School District



INSTRUCTIONS FOR APPLYING TO BE AN RSD ADMINISTRATOR

RSD is now accepting applications for administrator positions for the 2008-09 school year. Below is a detailed explanation of the steps and requirements for applying for a position as a Principal, Assistant Principal or Co-Principal at an RSD school.

PROCESS AND REQUIREMENTS FOR ADMINISTRATIVE CANDIDATES

1. Complete an online application at www.teachlouisiana.net (*on the application, indicate that you are applying for an administrator position*)
2. Submit, via email to HR@rsdla.net, the following items:
 - Resume or CV
 - Letter of Intent (*one-page maximum*)
 - Three (3) Professional References (*names, contact information, relationship to applicant, current title and employer*)
 - Essay on the following topic, “Describe your specific skills that would allow you to successfully lead students and staff to increased school performance as well as how you would measure your success as an administrator.” (*not to exceed 500 words*)
3. Obtain a valid administrator’s certificate in the state of Louisiana by July 1, 2008. Applicants will be expected to produce proof of administrator’s credentials during the interview process. If an applicant’s credentials are pending at the time of the interview, he/she must show proof from his/her certifying agency that the applicant will hold a valid administrator’s credential by July 1, 2008.
4. Please review the timeline, with special attention to the dates for *Phone Interviews* and *Administrator Screening Days* (in New Orleans), and be prepared to interview at that time.

For questions about the process, contact RSD Human Resources at HR@rsdla.net or 504-373-6200 ext. 4.



TIMELINE FOR 2008-09 ADMINISTRATOR SELECTION PROCESS

Recovery School District application process will have three (3) different application deadlines.

- First Application Deadline: March 9, 2008
- Second Application Deadline: March 30, 2008
- Third Application Deadline**: May 1, 2008*

| ADMINISTRATOR SELECTION TIMELINE: 1 ST DEADLINE | |
|--|--|
| February 18, 2008 | Administrative pool opens and candidates may begin applying online. |
| March 9, 2008 | First round application window closes. |
| March 10, 2008 | First Round applicants begin to receive notification as to whether they will enter into the next round of the screening process and to schedule phone interviews. |
| March 18, 2008 | Phone Interviews |
| March 19, 2008 | Phone Interviews |
| March 20, 2008 | Phone Interviews |
| March 21, 2008 | First round applicants receive notifications as to whether they will be entered into the next round of the screening process (Administrator screening day) and to schedule interview days. |
| March 27, 2008 | Administrator screening day |
| March 28, 2008 | Administrator screening day |
| March 31, 2008 | Second round interviews (if necessary) |
| April 7, 2008 | Offer letters/Rejection Letters go out to first round applicants, and applicants are contacted by phone for notification of status. |
| April 29, 2008 | School placement is finalized for 1 st round applicants (<i>tentative</i>) |

| ADMINISTRATOR SELECTION TIMELINE: 2 ND DEADLINE | |
|--|---|
| March 10, 2008 | Administrative pool opens and candidates may begin applying online. |
| March 30, 2008 | Second round application window closes. |
| March 31, 2008 | Second Round applicants begin to receive notification as to whether they will enter into the next round of the screening process (phone interviews) and to schedule phone interviews. |
| April 9, 2008 | Phone interviews |
| April 10, 2008 | Phone interviews |
| April 11, 2008 | Phone interviews |
| April 11, 2008 | Second round applicants receive notifications as to whether they will be entered into the next round of the screening process (Administrator screening day) and to schedule interview days. |
| April 21, 2008 | Administrator screening day |
| April 22, 2008 | Administrator screening day |
| April 23, 2008 | Administrator screening day |
| April 25, 2008 | Second round interviews (if necessary) |
| April 28, 2008 | Offer letters/Rejection Letters go out to second round applicants, and applicants are contacted by phone for notification of status. |
| April 29, 2008 | School placement is finalized for 2 nd round applicants (<i>tentative</i>) |

**** Please note that applicants are strongly encouraged to apply for first and second deadlines because positions will be filled on a rolling basis. Third deadline applications will be considered only if positions are available at that time.**



| ADMINISTRATOR SELECTION TIMELINE** : 3 RD DEADLINE | |
|---|--|
| <i>** Please note that applicants are strongly encouraged to apply for first and second deadlines because positions will be filled on a rolling basis. Third deadline applications will be considered only if positions are available at that time.</i> | |
| April 1, 2008 | Administrative pool opens, and candidates may begin applying online. |
| May 1, 2008 | Third round application window closes. |
| May 2, 2008 | Third Round applicants begin to receive notification as to whether they will enter into the next round of the screening process (phone interviews) and to schedule phone interviews. |
| May 6, 2008 | Phone interviews |
| May 7, 2008 | Phone interviews |
| May 8, 2008 | Phone interviews |
| May 13, 2008 | Third round applicants receive notifications as to whether they will be entered into the next round of the screening process (Administrator screening day) and to schedule interview days. |
| May 20, 2008 | Administrator screening day |
| May 21, 2008 | Administrator screening day |
| May 22, 2008 | Administrator screening day |
| May 27, 2008 | Second round interviews (if necessary) |
| June 6, 2008 | Offer letters/Rejection Letters go out to third round applicants, and applicants are contacted by phone for notification of status. |
| June 13, 2008 | School placement is finalized for 3rd round applicants (<i>tentative</i>) |