



**Administrative Application Process
Out-of-County and Out-of-State Applicants**

Principal Pool

Eligibility: Applicants must be accepted in the principal pool before applying for open positions. Submit all required documents to Human Resources for review prior to applying for an administrative position.

Current Principal: Out-of-County/Out-of-State*
Submit: <ul style="list-style-type: none"> • Application and the following required documents: <ul style="list-style-type: none"> ▪ Resume and personal statement ▪ Three (3) Reference forms <ul style="list-style-type: none"> ▪ One must be from immediate supervisor ▪ Documentation of Florida Certification (Statement of Eligibility) ▪ Documentation of completion of Principal Certification Program (Level 2 or equivalent) ▪ Three (3) most recent evaluations <ul style="list-style-type: none"> ▪ Must be satisfactory or better

Former Principal: Out-of-County/Out-of-State (within 1 year)*
Submit: <ul style="list-style-type: none"> • Application and the following required documents: <ul style="list-style-type: none"> ▪ Resume and personal statement ▪ Three (3) Reference forms <ul style="list-style-type: none"> ▪ One must be from most recent supervisor ▪ Documentation of Florida Certification (Statement of Eligibility) ▪ Documentation of completion of Principal Certification Program (Level 2 or equivalent) ▪ Three (3) most recent evaluations <ul style="list-style-type: none"> ▪ Must be satisfactory or better

Current Assistant Principal: Out-of-County/Out-of-State* (At least three (3) years experience as a full-time assistant principal)
Submit: <ul style="list-style-type: none"> • Application and the following required documents <ul style="list-style-type: none"> ▪ Resume and personal statement ▪ Three (3) Reference forms <ul style="list-style-type: none"> ▪ One must be from immediate supervisor ▪ Documentation of Florida Certification (Statement of Eligibility) ▪ Documentation of completion of Principal Certification Program (Level 2 or equivalent) ▪ Three (3) most recent evaluations <ul style="list-style-type: none"> ▪ Must be satisfactory or better

Former Assistant Principal: Out-of-County/Out-of-State (more than 1 year)
<ul style="list-style-type: none"> ▪ Eligible to apply for assistant principal pool only

***A candidate who does not meet these minimum requirements is not eligible to apply for the Principal Pool.**

Applications will be reviewed for compliance by Human Resources and forwarded to Professional Development for approval. Professional Development will notify the candidate of their eligibility status. If eligible, Human Resources will inform the candidate of the process to apply for open positions for which they qualify.

Contact information: Raquel Perez-Russo, Human Resources – 727-588-6278; Cathy Hunt, Human Resources – 727-588-6198; Professional Development – 727-588-6312



**Administrative Application Process
Out-of-County and Out-of-State Applicants**

Assistant Principal Pool

Eligibility: Applicants must be accepted in to the assistant principal pool before applying for open positions. Submit all required documents to Human Resources for review prior to applying for an administrative position.

<p>Current Assistant Principal: Out-of-County/Out-of-State*</p>	<p>Current Teacher: Out-of-County/Out-of-State* Must successfully complete the Pinellas County Targeted Selection Process.</p>
<p>Submit:</p> <ul style="list-style-type: none"> • Application and the following required documents: <ul style="list-style-type: none"> ▪ Resume and personal statement ▪ Three (3) Reference forms <ul style="list-style-type: none"> ▪ One must be from immediate supervisor ▪ Documentation of Florida Certification (Statement of Eligibility) ▪ Documentation of completion of assessment program showing eligibility to become an Assistant Principal (Targeted or equivalent) ▪ Three (3) most recent evaluations <ul style="list-style-type: none"> ▪ Must be satisfactory or better 	<p>Submit:</p> <ul style="list-style-type: none"> • Application and the following required documents: <ul style="list-style-type: none"> ▪ Resume and personal statement ▪ Three (3) Reference forms <ul style="list-style-type: none"> ▪ One must be from immediate supervisor ▪ Documentation of Florida Certification (Statement of Eligibility) ▪ Three (3) most recent evaluations <ul style="list-style-type: none"> ▪ Must be satisfactory or better <p>* Completing an assessment in another district does not qualify for our assistant principal pool. Applicants must successfully complete the Pinellas County Targeted Selection process.</p>

***A candidate who does not meet these minimum requirements is not eligible to apply for the Assistant Principal Pool**

Applications will be reviewed for compliance by Human Resources and forwarded to Professional Development for approval. Professional Development will notify the candidate of their eligibility status. If eligible, Human Resources will inform the candidate of the process to apply for open positions for which they qualify.

Contact information: Raquel Perez-Russo, Human Resources – 727-588-6278; Cathy Hunt, Human Resources – 727-588-6198; Professional Development – 727-588-6312