Portland Public Schools

**District Principal Screening Interview Committee**

**Self-Nomination Form**

Portland Public schools is seeking interested and available volunteers to serve on the district-wide Principal screening interview committee. This is a great opportunity to learn more about our interview processes for principals. The purpose of the committee is to provide an opportunity for community representatives to participate in the 2017-18 principal hiring process.

We would like a total of **8** community representatives (including 2 alternates) that represent a cross section of the PPS clusters (Benson; Cleveland; Franklin; Grant; Jefferson; Lincoln; Madison; Roosevelt & Wilson), and who reflect the racial and linguistic diversity of our students.

**If you are interested** please submit the self-nomination form and the confidentiality agreement to John Blanck in care of Human Resources by one of the following **no later than January 31, 2017:**

* fax John Blanck at (503-916-3107)
* email jblanck@pps.net
* mail or deliver to the PPS Human Resources Department at 501 N. Dixon St., Portland, Oregon 97227

**Role of the Screening Interview** **Committee:**

* Provide your perspective regarding the principal candidate’s knowledge and skills
* Influence which candidates move forward in the hiring process
* Understand what PPS looks for in hiring a principal
* Commit to the identified dates/time and mandatory interview and confidentiality training
* It is not a decision-making body
* Unpaid

**Important Dates**

* If selected, you will receive notification by **February 10, 2017**
* Required Training: **2 hour training date/time TBD**
* Screening Interview dates: **During the months of February, March, and April**; there will be many screening interview dates (exact dates and times to be determined and may require evenings).

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(required)**

**Address:**

**Neighborhood School you are representing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Phone #:** (cell? land line?) **Alternate Phone #:** (cell? land line?)

**Please indicate your preference for how we contact you:** [ ]  Email or [ ]  Phone

**Race/Ethnicity:**

[ ]  American Indian/Alaskan Native [ ]  Asian [ ]  Black [ ]  Hispanic/Latino

[ ]  Multi-Racial [ ]  Other: [ ]  Pacific Islander [ ]  White

**Are you bi-lingual or multi-lingual?** [ ]  No [ ]  Yes; if yes, please list the languages you speak below:

**What is your relationship to PPS? (Mark all that apply)**

 [ ] Parent or Guardian: Do you have any volunteer roles at a school currently?

 [ ] Community Member: Do you have any volunteer roles at a school?

 [ ] Staff Member: Your role?

1. Why are you interested in being a member of the District Principal Screening Interview committee?

1. What are some of the skills and/or qualities you possess that you believe would help the District in screening principal candidates?

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# Confidentiality Agreement

I understand that I am volunteering to participate in the principal screening interview process to provide feedback on principal candidates for Portland Public Schools.

I understand that, during the selection process, I will have access to various kinds of confidential and personal information about the candidates and the process.

In order for me to participate in the principal hiring process, I hereby agree:

1. I will return all materials that I receive regarding each candidate to the Human Resources representative for this process. I will not make copies of any information I receive during the process.
2. I will maintain privacy and confidentiality of ALL the information that I view, hear, and/or access.
3. I will not disclose any of the information about any part of the principal hiring process or candidates to anyone outside the Principal Screening Interview Committee. This includes, but is not limited to, any oral or electronic communications, including on social media under either my name or any alias or other account I may establish.

I understand and acknowledge that if I fail to abide by any of these agreements, I will no longer participate in this or any other selection process for Portland Public Schools.

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Name *(please print)* Date

Signature