

Piedmont High School Principal Interview Process

I. BACKGROUND INFORMATION

On February 16, 2022, Piedmont High School Principal, Adam Littlefield, announced to the PHS staff that he would be retiring at the end of the 2021-22 school year. Principal Littlefield has served as the PHS principal for the past five years.

On February 18, 2022, the District posted the open [position for PHS Principal](#) on Edjoin which included this [job description](#). An interview panel consisting of 22 members representing classified staff, teachers, administrators, high school students, parents, members of PADC and PREC, and the School Board interviewed the applicants. The complete interview process consisted of four rounds which included a video and written response and three rounds of live interviews.

Round One Interviews - Video and Written Response

After the screening process was completed, the top applicants were asked to submit a video and a written response to questions which were reviewed by the 22-member interview team. Interview panel members used a rubric to rate each applicant on each of the following four competencies: DEIB Leadership/Cultural Competency, Instructional Leadership, Interpersonal/Collaboration, Communication. The results of the ratings were collated and used as part of the criteria for which applicants would advance to the live interviews round.

Part 1: VIDEO

Record a 3-5 minute video introducing yourself to the interview panel and addressing the following three prompts:

- **Why you?** Tell us why you are a good fit for the position of Piedmont High School Principal.
- **Why us?** Tell us why Piedmont Unified and, specifically, Piedmont High School, is where you want to serve as an instructional leader.
- **Why now?** Tell us why at this point in your career you wish to pursue the role of high school principal.

Part 2: WRITTEN RESPONSE

Choose **ONE** of the following prompts and submit a written response.

1. Review the attached Board Policy/Administrative Regulation 0415.1: Racial Equity and discuss your approach to prioritizing and leading this work.
2. Identify one of the goals and corresponding actions and services outlined in the attached PHS School Plan for Student Achievement and discuss your approach to leading this body of work.

3. After reviewing the data in the attached PHS School Plan for Student Achievement, identify a data set and discuss your approach to addressing any gaps for students.

Round Two Interviews - Virtual Interviews with Interview Panel (22 members)

Live interviews took place virtually on March 31, 2022. A series of questions was asked of each candidate and interview panelists completed a feedback form that was submitted electronically. Ratings of the candidates on five competency areas—DEIB Leadership/Cultural Competency, Instructional Leadership, Interpersonal/Collaboration, Communication, Organizational Management—were shared with the members of the interview panel and the group used a consensus process to determine which candidates would move to the second round of live interviews. Three applicants were selected to move forward.

Round Three Interviews - Interviews with Members of District Administrative Team

On April 7, 2022, five administrators interviewed the top candidates selected by the larger interview panel. Fewer questions were asked to give each of the candidates an opportunity to provide more detailed responses. The same rubric was used to measure the four competencies. Two candidates were moved forward for the final interview round.

Round Four Interviews - Interview with Members of the Executive Cabinet

On April 11, 2022, the candidates were interviewed by the Superintendent and Assistant Superintendent. The position was offered and the top candidate accepted the position.