

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



August 21, 2023

Memorandum

To: Leadership Team

From: Michael Alba, Director 
Professional Learning and Development
Ma (Aug 15, 2023 08:33 EDT)

Lisa Higham, Staff Development Coordinator 
Professional Learning and Development

Re: **2023-2024 Assistant Principal Pool Process**

The AP Pool is the process used to identify highly qualified individuals for consideration for Brevard Public School assistant principal positions. All aspiring assistant principals must go through the eligibility process for the AP Pool. The 2023-2024 AP Pool will be open all year beginning today.

To be eligible to apply to the AP Pool, interested individuals must meet the following qualifications:


- Master's Degree from an accredited educational institution
- Certified in, or eligible for, an academic or vocational area by the State of Florida
- Certified in Educational Leadership, Administration and Supervision, or Administration by the State of Florida
- Completed, or completion within a year, Brevard Leadership Academy
- Minimum of three years successful teaching experience
- Three years without disciplinary action or documented concerns
- Current BEACON application or BEACON Instructional Addendum

Applicants who meet the qualifications above, are welcome to apply by submitting the following to Torres.Elizabeth@brevardschools.org:

1. A letter of intent and current resume
2. Three consecutive evaluations without documented concerns for 22-23, 21-22, and 20-21 school years

*Once those are received and reviewed, candidates will receive links and resources for the additional required steps. **These steps MUST be completed within 2 weeks of receiving the links from us.*** Following the completion of the process, applicants will be notified if they have been added to the AP Pool. Selected candidates will remain in the AP Pool for three (3) years.

Questions regarding the process may be directed to Torres.Elizabeth@brevardschools.org 321-633-1000 Ext. 11240 or email Higham.Lisa@brevardschools.org

Approved by: 
Ryan Dufrain,
Chief Human Resources Officer

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