

School Board of Brevard County

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


Mark W. Mullins, Ed.D., Superintendent



August 15, 2022

Memorandum

To: Leadership Team

From: Michael Alba, Director 
Professional Learning and Development
Ma (Aug 10, 2022 10:07 EDT)

Lisa Higham, Staff Development Coordinator 
Professional Learning and Development

Re: Assistant Principal Pool Process

Brevard Public Schools continues the process of identifying highly qualified individuals for consideration for assistant principal positions. All aspiring assistant principals must go through the eligibility process for the AP Pool.

The 2022-2023 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 one year of appointment, of 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

If applicants meet the qualifications above, they are welcome to apply by taking the following steps:

1. Submit a letter of intent and current resume
2. Submit three consecutive evaluations to the Department of Professional Learning and Development
3. Complete Style Profile Builder Online Screener
4. Current principal completes online recommendation form
5. Submit a Problem of Practice based on school data
6. Complete an online video interview

Michael Alba, Director

Office of Professional Learning and Development

Phone: (321) 633-1000, ext. 11240 • FAX: (321) 633-3433



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Following the completion of the process, applicants will be notified if they have been added to the AP Pool or given feedback for growth. Selected candidates will remain in the AP Pool for three (3) years.

To begin the process, submit your letter of intent, resume, and 3 most recent, consecutive evaluations to Torres.Elizabeth@brevardschools.org. *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.

Questions regarding the process may be directed to Higham.Lisa@brevardschools.org or call 321-633-1000 Ext. 11792

Approved by: *Beth Thedy*

Beth Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer

Michael Alba, Director

Office of Professional Learning and Development

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Assistant Principal Pool Process

Brevard Public Schools has implemented a process to identify individuals who are highly qualified to be considered for assistant principal positions. All **new applicants** must complete the eligibility process.

Eligible candidates must complete the following actions to be considered for the Assistant Principal Pool:

1. Submit a letter of intent and current resume
2. Submit three consecutive evaluations to the Department of Professional Learning and Development.
3. Completed StyleProfile Builder Online Screener (link e-mailed to applicant)
4. Completed online [Principal Recommendation](#). Principal must be signed on to their Google account in order to access the recommendation form.
5. Submit a Problem of Practice based on school data (link to documents e-mailed to applicant).
6. Complete an online video interview (link to the interview site will be e-mailed to applicant)

Applicants must ensure they have a current BEACON application or BEACON Transfer account, with required documentation on file, and updated email address information. When the applicant enters BEACON, they will complete the process by following the instructions listed below based on the category related to their status on BEACON:

Applicants with a current and complete Instructional Addendum - need to return to BEACON, select *Instructional Addendum* and update their addendum by selecting the box provided for AP Pool Applicants (Instructional Addendums are only active for 90 days and must be updated to remain active).

Applicants not currently an employee of Brevard Public Schools - with a current and complete BEACON application on file, will need to return to their BEACON application, select *General Application* and select AP Pool Applicant.

Current BPS employees wishing to enter the AP Pool - must complete and submit a **Transfer Account** on-line through BEACON and select *AP Pool Applicant*.

Non-employees of BPS- must **complete** and **submit** a BEACON employment application on-line, submit required documentation, and select *AP Pool Applicant*.

HUMANeX - All applicants will receive an email from StyleProfile (styleprofile@humanexventures.com) at the email address provided on BEACON with directions to complete the StyleProfile Builder Online Screener.

Michael Alba, Director

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Assistant Principal Pool Process

Final Audit Report

2022-08-10

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✔ Agreement completed.

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