

# How to Become a DCPS School-Based Administrator

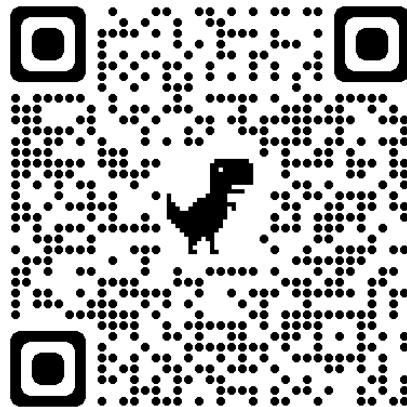
2023-2024



# First Step

The first step in becoming an administrator in Duval County Public Schools is to submit an application to the “Assistant Principal Pool” and/or the “Principal Pool” through our TalentEd system using the link/address or QR code below:

<https://duvalschools.tedk12.com/hire/index.aspxthe>



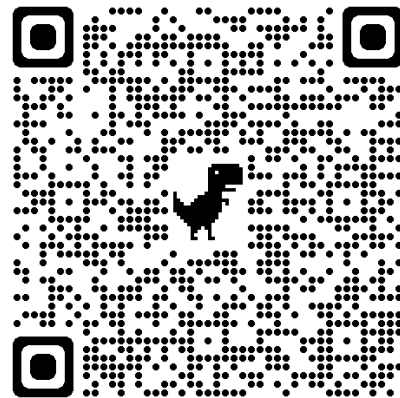
# Eligibility

- To be eligible for Assistant Principal screening in Duval County, candidates need a minimum of 3 successful years teaching experience and have secured the “Educational Leadership” designation on their Florida Department of Education professional certificate.
- To be eligible for Principal screening in Duval County, candidates need a minimum of 3 years teaching experience, 2 years Assistant Principal experience, and have secured both the “Educational Leadership” and “Principal” designations on their FLDOE professional certificate.

# FLDOE Certification

Below is a link/address & QR code to the account creation and certification application page for the FLODE in order to begin that process (if not completed already)

[https://flcertify.fldoe.org/datamart/mainMenu.do;jsessionid=\\_\\_33pC8W2tw2NyM4HNuIPf86wGVCNvrT8g7vL-W3U.bec-pveronl01](https://flcertify.fldoe.org/datamart/mainMenu.do;jsessionid=__33pC8W2tw2NyM4HNuIPf86wGVCNvrT8g7vL-W3U.bec-pveronl01)



# Completing the DCPS Application

- The TalentEd application will require upload of a resume, graduate transcript, and FLDOE certification/statement of eligibility.
- Please make certain to upload all the required documentation for verification of eligibility requirements.
- Failure to upload all required documents could result in delay of application processing and/or designation of “does not meet minimum eligibility requirements” for the application.
- Application and documents will be reviewed and, if eligible, applicants will be added to our school-based administrator screening list.

# Completing the DCPS Application

- As a part of the Assistant Principal Pool & Principal Pool application process, candidates will be prompted to complete the PowerSchool Candidate Assessment (formerly EPI).
- The Candidate Assessment must be taken in its entirety for the application to be marked as “complete.”
- The EPI Professional Development Report will be made available to the candidate a minimum of 24 hours prior to the scheduled screening and the candidate must be prepared to answer questions as to its results.

# The Screening Process

- School Administrator screenings occur approximately once a month and candidates on the screening list are scheduled in order of their date of application submission.
- Candidates will receive an “Interview Request” via email from the TalentEd system detailing the date & time of their screening.
- The request provides a link to the virtual screening and candidates must accept or decline their scheduled screening through TalentEd.
- On the day of the screening, candidates must ensure that they have an appropriate space for the virtual screening as well as a strong internet connection.

# The Screening Process

- Once the screening begins, candidates will answer pre-written questions regarding school leadership and rooted in the Florida Educational Leadership Standards for Assistant Principals & Principal (dependent on the level of screening).
- Candidates have 15 minutes within which to answer the screening questions.
- Once the pre-written questions have been answered, the screening is complete. There are no follow-up questions from the screening committee or the candidate.



# The Screening Process

- Candidates are notified within 3 working days of the results of their screening.
- Candidates that pass screening are placed on the Assistant Principal or Principal eligibility list for DCPS (dependent on the screening level).
- Candidates that do not pass screening are eligible to screen at a future date but must notify the District Staffing office of their desire to do so in order to be placed on the re-screen list.

# The Eligibility Lists

Once eligible, Assistant Principal candidates are free to interview with Principals and accept vacant AP positions.

Once eligible, Principal candidates must receive notification from the DCPS Office of Schools for potential placement.

**Thank you for your interest and for  
further information please contact:**

**Matt Hemphill**

**Supervisor, District Based Staffing**

**[hemphilld@duvalschools.org](mailto:hemphilld@duvalschools.org)**



**Shayla Simmons-Broach**

**Support Technician, District Based  
Staffing**

**[simmons-broachs@duvalschools.org](mailto:simmons-broachs@duvalschools.org)**