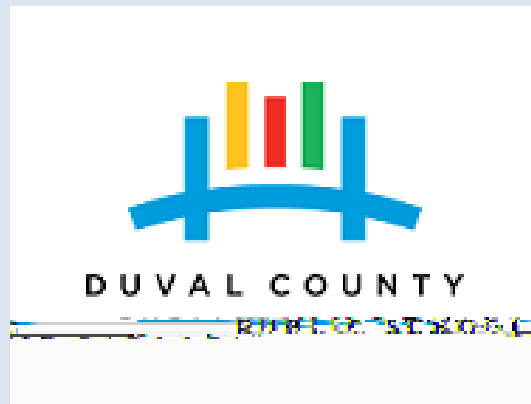


How to Become a DCPS School-Based Administrator

2023-2024







Below is a link/address & QR code to the account creation and

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.

As a part of the Assistant Principal Pool & Principal Pool



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.

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.



Shayla Simmons-Broach

Support Technician, District Based
Staffing

simmons-broachs@duvalschools.org

