

School Board of Brevard County

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

Mark W. Mullins, Ed.D., Superintendent



August 19, 2019

MEMORANDUM

TO: Leadership Team

FROM: Michael Alba, Director
Professional Learning and Development

RE: Assistant Principal Pool Process

Brevard Public Schools continues the process to identify individuals who are highly qualified for assistant principal positions. All aspiring assistant principals must go through this eligibility process during the open windows for the AP Pool process. The 2019/20 AP Pool will be open on the following dates:

September 2, 2019 - September 13, 2019

January 13, 2020 - January 24, 2020

April 27, 2020 - May 15, 2020

Applicants must submit a letter of intent, a resume, and three consecutive evaluations signed by their supervisor to the Department of Professional Learning and Development prior to the AP Pool window closing.

Applicants to the AP Pool must meet all eligibility criteria (below) before they will be added to the AP Pool.

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

1. Master's Degree from an accredited education institution
2. Certified in, or eligible for, an academic or vocational area by the State of Florida
3. Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida
4. Completed, or completion within one year of appointment, of Brevard Leadership Academy
5. Completed a minimum of three years successful teaching experience
6. Three years without disciplinary action or documented concerns
7. Current BEACON application or BEACON Instructional Addendum
8. Completed StyleProfile Builder Online Screener (link e-mailed to applicant)
9. Reference check and StyleProfile review with current supervisor, by Professional Learning and Development

Michael Alba, Director

Office of Professional Learning and Development

Phone: (321) 633-1000, ext. 240 • FAX: (321) 633-3433



Please see the attachment for more detailed information on the BEACON process and StyleProfile screener.

Following the completion of the process, applicants will be notified if they have been added to the new AP Pool or given feedback for growth.

If you have any questions, please contact Debra Latsbaugh or me at ext. 11240.

Approved by: 
Beth Thedy, Ed.D.
Deputy Superintendent
Chief Human Resources Officer

MA/dll

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.

To be eligible to apply for the BPS assistant principal positions, interested individuals must first meet the following qualifications at the time of application:

1. Master's Degree from an accredited educational institution
2. Certified in, or eligible for, an academic or vocational area by the State of Florida
3. Certified in Educational Leadership, Administration and Supervision or Administration by the State of Florida
4. Completed, or completion within one year of appointment, of the Brevard Leadership Academy
5. Completed a minimum of three years successful teaching experience
6. Three years without disciplinary action or documented concerns
7. Current BEACON application or BEACON Instructional Addendum
8. Completed StyleProfile Builder Online Screener (link e-mailed to applicant)
9. Reference check and StyleProfile review with current supervisor, by Professional Learning and Development

Applicants must submit a current resume, letter of intent, and three consecutive evaluations signed by their supervisor to the Department of Professional Learning and Development prior to the AP Pool window closing.

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.