

Step 1: Personal Information

Chicago Public Schools (CPS) Principal Eligibility Process Step 1: Application for Principal Eligibility

Congratulations on taking the first step towards becoming a member of the CPS Principal Eligibility Pool. Please complete **all** sections of the Application. All required fields must be completed in order for your Application to be accepted.

If you encounter technical difficulties, please contact the Department of Principal Quality at 773-553-1515 or cpsleaders@cps.edu.

Before you begin your application, there are a few pieces of information you will need to have on hand. Please read the following carefully, as it provides a list of materials that will ensure you are prepared to begin the application.

- If you are a current or former employee of CPS, you will need to input your **Employee ID Number**.
 - If you are a current employee and do not have your employee ID number, you can find this information on a copy of your check or in the self-service tab on the [HR4U website](#).
 - If you are a former employee and do not know your employee ID number, please contact the Talent office by calling 773-553-4748.
- You will need to input your Illinois State Board of Education (ISBE) **Illinois Educator Identification Number (IEIN)**.
 - Note: In order to verify your credentials, please be certain to input your IEIN and not your License number.
- You will be required to upload a **copy of your resume**.
- You will be required to provide your current or most recent Supervisor's contact information (name and email address) and Organization's contact information (name and phone number) for employment verification.
- You will be required to submit **two Leadership Experience essays** prior to submitting your application. There is no save function, so we encourage you to write the essay separately prior to beginning your application.
- **The two Leadership Experience essays** are demonstrations of work that have occurred within the last three years, and are embedded in the application. Each essay is no more than 500-words and must be written using the STAR format: 1) Situation/Task – Describe the situation or the task you needed to accomplish, provide context to the issue, 2) Actions – Logically and concisely explain the steps you took to address the situation or accomplish the task, and 3) Results – Explain the quantifiable results of your actions. How did the situation end? What did you learn from the experience? Each essay is evaluated on leadership impact. The following are the essay topics:
 - **Essay #1:** Demonstration of impact on improving student achievement
 - **Supervisor's name and email:** The leadership experience provided will be verified by the candidate's supervisor at the time of the experience. A supervisor is someone who is directly accountable for the outcomes of the candidate's work. Candidates must provide the name and email address of their supervisor(s). The candidate should ensure that the supervisor provides the requested verification within 7 calendar days of their application submission.
 - **Essay #2:** Demonstration of impact in one of three areas (candidate will choose one): 1) teacher practice, 2) school culture and climate, or 3) engagement of multiple stakeholders towards positive school change

- By checking this box, I acknowledge that I have read and understood the above statements. I also understand that it is my responsibility to provide complete and accurate information to be considered a candidate in the Chicago Public Schools (CPS) Principal Eligibility Process.

Name

First Name (required)

Middle Initial (optional)

Last Name (Required)

Other Names Used

Other First Names Used

Other Last Names Used

Please select the following status that best applies to you

- ☐ Current CPS Employee
- ☐ Former CPS Employee
- ☐ No Previous Employment with CPS

If you are a current or former Employee, please provide your Employee Identification Number:

Please provide your Illinois Educator Identification Number (IEIN), which can be found on the ISBE website at <http://www.isbe.net/>.

Current Address

Street Address	<input type="text"/>
Apartment Number (If Applicable)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>

Phone Number

Primary Phone Number (required)	<input type="text"/>
Secondary Phone Number	<input type="text"/>

Email Address

Primary Email Address (required)	<input type="text"/>
Secondary Email Address	<input type="text"/>

Date of Birth (MM/DD/YYYY)

Resume and Employment Verification

Resume

Please upload a copy of your resume.

Choose File

No file chosen

Please provide the following information for your current or most recent position.

Position/Title	<input type="text"/>
Supervisor's Name	<input type="text"/>
Supervisor's Email	<input type="text"/>
School/Organization Name	<input type="text"/>
School/Organization Phone number	<input type="text"/>
School District (if applicable)	<input type="text"/>
CPS Network/Area (if applicable)	<input type="text"/>
City, State, and Zip Code	<input type="text"/>
Dates Employed (from mm/yyyy)	<input type="text"/>
Dates Employed (to mm/yyyy)	<input type="text"/>

Experience

Do you have experience teaching in a **High School**?

- ☐ Yes
- ☐ No

How many years of experience do you have as a **TEACHER** in a **High School**?

How many years of experience do you have as an **ASSISTANT PRINCIPAL** in a **High School**?

Please select the **High School** size(s) that you have **EXPERIENCE** teaching in (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Small – less than 600 | <input type="checkbox"/> Large – greater than 1200 |
| <input type="checkbox"/> Medium – 600 to 1200 | |

Please select the **High School** type(s) that you have **EXPERIENCE** teaching in (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Alternative | <input type="checkbox"/> Military Academies |
| <input type="checkbox"/> Academic Centers | <input type="checkbox"/> Neighborhood |
| <input type="checkbox"/> Agricultural Sciences | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Career & Technical Education (CTE) | <input type="checkbox"/> Pre-Engineering |
| <input type="checkbox"/> Charter | <input type="checkbox"/> Selective Enrollment |
| <input type="checkbox"/> College & Career Academies (CCA) | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Contract | <input type="checkbox"/> STEM |
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Turnaround |
| <input type="checkbox"/> International Baccalaureate | <input type="checkbox"/> Other <input type="text"/> |

Please select the geographic location(s) of the **High School(s)** you have **EXPERIENCE** teaching in (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Chicago - Central | <input type="checkbox"/> Chicago - Southwest |
| <input type="checkbox"/> Chicago - North | <input type="checkbox"/> Chicago - West |
| <input type="checkbox"/> Chicago - Northwest | <input type="checkbox"/> Chicago - Suburbs |
| <input type="checkbox"/> Chicago - Northeast | <input type="checkbox"/> IL - Other |
| <input type="checkbox"/> Chicago - South | <input type="checkbox"/> Out of State |
| <input type="checkbox"/> Chicago - Southeast | |

Do you have experience teaching in a **Elementary School**?

- ☐ Yes
- ☐ No

Please select the **Elementary School** size(s) that you have experience teaching in (check all that apply):

☐ Small – less than 400

☐ Large – greater than 800

☐ Medium – 400 to 800

Please select the **Elementary School** type(s) that you have experience teaching in (check all that apply):

☐ Academic Centers

☐ Montessori

☐ Agricultural Sciences

☐ Neighborhood

☐ Career & Technical Education (CTE)

☐ Performing Arts

☐ Charter

☐ Pre-Engineering

☐ College & Career Academies (CCA)

☐ Primary Years Programme (International Baccalaurette)

☐ Contract

☐ Selective Enrollment/ Magnet

☐ Early Childhood

☐ Special Education

☐ Fine Arts

☐ STEM

☐ Humanities

☐ Technology

☐ MiddleYears Programme (International Baccalaurette)

☐ Turnaround

☐ Military Academies

☐ Other

Please select the geographic location(s) of the **Elementary School(s)** you have experience teaching in (check all that apply):

☐ Chicago - Central

☐ Chicago - Southwest

☐ Chicago - North

☐ Chicago - West

☐ Chicago - Northwest

☐ Chicago - Suburbs

☐ Chicago - Northeast

☐ IL - Other

☐ Chicago - South

☐ Out of State

☐ Chicago - Southeast

Please indicate if you would like a High School or an Elementary Case Study and Lesson Observation.

You will be asked to analyze a school and a teacher teaching a lesson during the Step 2 Process.

☐ I would like a High School Case Study and Lesson Observation.

☐ I would like an Elementary School Case Study and Lesson Observation.

Languages Spoken

Are you able to speak, read and/or write in languages other than English?

Language 1	<input type="text"/>
Language 2	<input type="text"/>
Language 3	<input type="text"/>

Please indicate fluency for each of the languages

	Speaking	Writing
Language 1	<input type="text"/>	<input type="text"/>
Language 2	<input type="text"/>	<input type="text"/>
Language 3	<input type="text"/>	<input type="text"/>

Demographic Information

Demographics

This information will be used for reporting purposes only and will not be shared. Pursuant to the Comprehensive Non-Discrimination, Title IX and Sexual Harassment Policy it is the policy of the Board of Education of the City of Chicago to maintain a work and learning environment in which all individuals are treated with dignity and respect. No individual shall be required to endure discrimination, sexual harassment or retaliation. Discrimination means unlawful discrimination on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation or maintaining facially neutral policies, practices, or requirements that have a negative effect on employment or academic opportunities of protected groups without a legitimate nondiscriminatory reason. Accordingly, you are not required to report your demographic information. Equally, the Americans with Disabilities Act requires equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications. No person with a disability will be discriminated against by reason of the disability in any term or condition of employment, so long as the person can perform the essential functions of the job in question, with or without accommodation, nor shall they be excluded from participation in or be denied the benefits of Board services, programs and activities.

Individuals with questions or concerns may contact the Equal Opportunity Compliance Office of the Chicago Public Schools, 42 West Madison, Chicago, IL 773-553-2688 or (TTY-773-553-2699).

Gender

- ☐ I prefer not to identify
- ☐ Male
- ☐ Female

Are you Hispanic/Latino? (A person of Cuban, Mexican, Puerto Rican, South or central American, of other Spanish culture or origin, regardless of race)

- ☐ I prefer not to identify
- ☐ No, not Hispanic/Latino
- ☐ Yes, Hispanic/Latino

What is your racial identification? You may select as many as apply to you

- ☐ I prefer not to identify
- ☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including South America and Central America, and who maintains tribal affiliation or community attachment)
- ☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- ☐ Black or African American (A person having origins in any of the black racial groups of Africa)
- ☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- ☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

REQUIRED DISCIPLINE AND CRIMINAL RECORDS DISCLOSURE

The existence of a criminal record does not automatically disqualify you for employment consideration, unless it is a conviction for an enumerated crime. (Please click [here](#) for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your application or termination of employment.

Convictions include all felony or misdemeanor convictions, whether by pleas of guilty, *nolo contendere* or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences, other than DUI or driving on a revoked or suspended license, should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Applicants are excluded from membership in the Principal Candidate Pool who (a) have been convicted of criminal offenses set forth in Section 34-18.5 of the School Code; or (b) have been convicted of any other felony

offenses within seven years of their application for admission to the CPS Principal Candidate Pool.

Has an employer or employer’s supervisor ever given you a notice of discipline or taken disciplinary action against you? If yes, please describe.

☐ Yes

☐ No

Have you ever been convicted of a crime (this includes any misdemeanor or felony)? If yes, please describe (include date and type of conviction).

☐ Yes

☐ No

I understand that all CPS employees, including principals, are required to comply with the Residency Policy of the Chicago Public Schools. For information, please review the [Residency Policy](#) in a new tab or window. (required)

☐ Yes

Discipline

By typing your name below a, you are acknowledging the following statements. Read the following carefully:

I understand that a false statement, omission or misrepresentation on any part of my application or any other documents or materials submitted during the Eligibility Process is grounds for being denied Eligibility and may result in disciplinary action up to and including termination from employment by Chicago Public Schools under the Board's Employee Discipline and Due Process Policy or the Guidelines for the Appointment, Assignment, Displacement, Performance Management and Discipline of Principals and Assistant Principals. I consent to the release of my Candidate Profile as defined by Board Policy 14-0723-P01, to authorized employees or agents of Chicago Public Schools, the Board of Education and/or Local School Council members.

I authorize CPS to conduct a discipline review, legal review, background check and/or employment verification check.

- All candidates will be required to go through a background check
- If you are a current or former CPS employee, a discipline review and legal review will be conducted.
- If you have never been employed by CPS or your most recent employer is not CPS, an employment check will be conducted.

Name

Please click on the arrow at the bottom of the page to advance to the Leadership Experience Essay portion of the Application.

Leadership Essays

OVERVIEW - LEADERSHIP EXPERIENCE ESSAYS

All Chicago Public School Principal Eligibility Process (Eligibility Process) candidates are required to submit two essays that demonstrate leadership experiences within the last three years. One of the two leadership experiences must demonstrate how the candidate has impacted student achievement.

A leadership experience is an experience where the candidate had an active role in identifying a situation or task that needed to be addressed, and engaged others to actively work towards a desired outcome. Hence, a leadership experience is not an experience where the candidate was solely a participant—one who was delegated tasks.

The CPS Department of Principal Quality will verify the experience in Essay #1 with the candidate's supervisor at the time of the experience. The candidate must provide the supervisor's information. A supervisor is someone who is accountable for the outcomes of the candidate's work.

The essays will be reviewed and scored by two assessors. The Leadership Experience Essays component of the Eligibility Process is designed to assess competencies from the CPS Performance Standards for School Leaders Rubric, accessible at: <http://cps.edu/principalevaluation/Documents/performanceStandardsSchoolLea>

Each essay prompt identifies which competency will be assessed.

Candidates will submit their essays through the online application. It is recommended that essays first be written in a separate document and then transferred to the online application.

FORMAT

Each essay may be no more than 500 words (3,000 characters) and must be written using the STAR (Situation/Task, Action and Results) format.

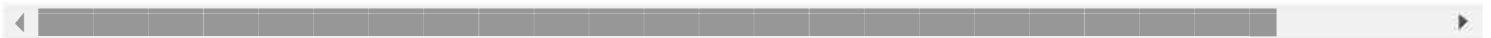
The STAR format can be used when developing your resume, when answering key selection criteria, and during

behavioral interviews. For the Eligibility Process, we will use this technique as a lens to better understand the leadership experiences of our candidates. The candidates will demonstrate their experience in the form of two essays. All candidates that successfully progress to Step 2 of the Eligibility Process will expound on their Leadership Essays during their interview.

When describing your leadership experience, avoid using generalized statements such as "excellent communication skills." Instead, show how you have developed relevant skills by providing recent examples from your work experience such as "explicitly communicated instructional expectations through the following: professional literature, modeling practice, and professional development for teacher team."

Your aim is to include in your statement, the **Situation, Task, Action, and Result (STAR)**.

- **Situation and Task:** Describe the situation that you were in or the task that you needed to accomplish. Use a specific example; do not be vague or general. The examples for the Leadership Essays must be within the last 3 years. Give enough detail so that the assessor fully understands the context.
- **Action:** Logically and concisely take the assessor through the steps you took to handle the situation or resolve the problem. Remember to share your strategy that supported your actions.
- **Result:** Explain the results of your actions: What did you achieve? Quantify the results. How did the situation end? What did you learn from the experience?



Essay #1:

Write about one of your experiences with leading others that resulted in improving student achievement. The experience is required to have occurred within the last three years. Be explicit about your role and the role of others in impacting student achievement results.

The essay must be structured using the STAR construct (Situation/Task, Goal, Action and Results) as outlined above and must be no more than 500 words.

Competencies and Standards Assessed in Essay #1 (from the CPS Performance Standards for School

Leaders Rubric, accessible at [cps.edu/principalevaluation/Documents/performanceStandardsSchool](https://cps.edu/principalevaluation/Documents/performanceStandardsSchoolLeaders)

- **Competency A:** CHAMPIONS TEACHER AND STAFF EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT TO DEVELOP AND ACHIEVE THE VISION OF HIGH EXPECTATIONS FOR ALL STUDENTS (Standard: A2)
- **Competency B:** CREATES POWERFUL PROFESSIONAL LEARNING SYSTEMS THAT GUARANTEE LEARNING FOR STUDENTS (Standard: B1, B2, B6)

A large, empty rectangular box with a thin grey border, intended for the user to write their leadership experience essay.

Verification Reference

Please provide the contact information your supervisor for this leadership experience. This individual will be contacted by the Department of Principal Quality to verify your role and impact on the topic area.

(Note: A supervisor is someone who is accountable for the outcomes of the work you wrote about.)

Supervisor First Name

Supervisor Last Name

Supervisor Email

Supervisor Phone Number

School where experience took place

Essay #2:

Write about a leadership experience with leading others that resulted in the improvement in one of the following areas:

1) Teacher practice

2) School culture and climate

3) School change through engagement of multiple stakeholders

The experience is required to have occurred within the last three years. Be explicit about your role and how your actions impacted the outcome identified in the selected area. The essay must be structured using the STAR format (Situation/Task, Action and Results) as outlined above and must be no more than 500 words.

Competencies and Standards Assessed in Essay #2 (from the CPS Performance Standards for School Leaders Rubric, <http://cps.edu/principalevaluation/Documents/performanceStandardsSchoolLeadersRubric.pdf>):

1) Teacher practice

- Competency A: CHAMPIONS TEACHER AND STAFF EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT TO DEVELOP AND ACHIEVE THE VISION OF HIGH EXPECTATIONS FOR ALL STUDENTS (Standard: A2)
- Competency B: CREATES POWERFUL PROFESSIONAL LEARNING SYSTEMS THAT GUARANTEE LEARNING FOR STUDENTS (Standard: B2, B6)
- Competency D: EMPOWERS AND MOTIVATES FAMILIES AND THE COMMUNITY TO BECOME ENGAGED (Standard: D4)

2) School culture and climate

- Competency A: CHAMPIONS TEACHER AND STAFF EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT TO DEVELOP AND ACHIEVE THE VISION OF HIGH EXPECTATIONS FOR ALL STUDENTS (Standard: A2)
- Competency B: CREATES POWERFUL PROFESSIONAL LEARNING SYSTEMS THAT GUARANTEE LEARNING FOR STUDENTS (Standard: B8)
- Competency C: BUILDS A CULTURE FOCUSED ON COLLEGE AND CAREER READINESS (Standard: C2)
- Competency D: EMPOWERS AND MOTIVATES FAMILIES AND THE COMMUNITY TO BECOME ENGAGED (Standard: D2)

3) School change through engagement of multiple stakeholders

- Competency A: CHAMPIONS TEACHER AND STAFF EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT TO DEVELOP AND ACHIEVE THE VISION OF HIGH EXPECTATIONS FOR ALL STUDENTS (Standard: A2)
- Competency B: CREATES POWERFUL PROFESSIONAL LEARNING SYSTEMS THAT GUARANTEE LEARNING FOR STUDENTS (Standard: B8)
- Competency D: EMPOWERS AND MOTIVATES FAMILIES AND THE COMMUNITY TO BECOME ENGAGED (Standard: D4)

Please identify which of the following areas you will write about for essay #2.

- ☐ Teacher Practice
- ☐ School culture and climate
- ☐ School change through engagement of multiple stakeholders

Please write about your leadership experience in the topic area identified.

By clicking below, you will submit your Principal Eligibility application. Before you continue, please ensure you have completed a thorough review of your the information you provided and your essays.

Thank you!