

Hiring & Leadership Development Guide

Build the Team. Develop the Leaders. Strengthen the Culture.

“You’re not just hiring for a position — you’re hiring to protect and grow your school’s culture.”

PART 1: HIRING FOR IMPACT

The Big Goal:

Hire people who are not only qualified — but aligned with your **mission, values, and school culture**.

1. Define What “Great” Looks Like

Before the interview ever happens...

Ask yourself:

- What does success in this role *actually* look like on a daily basis?
- How will this person support or influence students, staff, and culture?

Create a short “Role Identity Snapshot”

Include:


- 3 core responsibilities
 - 3 key soft skills (collaboration, adaptability, presence)
 - 1 non-negotiable (e.g., clear communicator, detail-oriented, relational)
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2. Ask Values-Aligned Questions

Don't just ask what they've done — ask how they think.

Sample Interview Questions:

- "What does student-centered decision-making mean to you?"
- "How do you handle conflict on a team?"
- "Tell me about a time you supported a struggling colleague or student."
- "What's one mistake you made as a professional — and how did you grow from it?"


 Look for humility, clarity, and alignment more than perfection.

3. Include Culture Cues in the Hiring Process

Your process is part of your message.

Culture-Embedded Ideas:

- Have candidates shadow for 30 minutes
- Introduce them to potential teammates
- Ask, "What did you notice about our culture today?"

 Pro Tip: Observe how they treat *non-leadership* staff (custodian, receptionist, aides). That says more than a resume ever will.

4. Key Hires Checklist

These roles directly shape your ability to lead:

Role	What to Look For
Assistant Principal	Problem-solver, people-first, calm under pressure

Secretary/Admin	Discreet, organized, warm, excellent communicator
Custodial Lead	Reliable, proactive, pride in the building's appearance
Counselor	Trauma-informed, student advocate, strategic thinker
Instructional Coach	Growth mindset, skilled in modeling and feedback

PART 2: GROWING LEADERS FROM WITHIN

“Your leadership legacy is who you build up — not what you build alone.”

1. Leadership is a Daily Practice

You don't need a title to lead. Start planting leadership seeds early:

Leadership Opportunities to Offer Staff:

- Facilitate a PLC or grade-level meeting
- Mentor a new teacher
- Lead a PD session or training
- Represent the campus at district committees
- Organize a student initiative or family night

 Encourage staff by saying:

“You're already showing leadership. Let's develop that.”

2. Use the 3-Tier Leadership Lens

Tier	Focus	Examples
 1	Emerging Leaders	New teachers, instructional aides

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| <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px;">2</div> | Developing Leaders | Grade-level leads, informal influencers |
| <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px;">3</div> | Strategic Leaders | Admin team, coaches, high-capacity teachers |

Design support for each group — not one-size-fits-all.

3. Leadership Growth Cycle (Repeat Each Semester)

Step 1: Identify talent + invite them into leadership conversations

Step 2: Provide meaningful leadership opportunities

Step 3: Offer feedback and coaching

Step 4: Publicly affirm their growth






Step 5: Reflect and refine leadership pipeline

Bonus: Leadership Development Mini-Retreat Agenda

Time: 2–3 hours (after school or during summer)

Audience: Assistant principals, coaches, lead teachers

Agenda Outline:

1.  Vision & Values Reset — What does leadership mean at our school?
 2.  Strengths Mapping — What are your leadership superpowers?
 3.  Scenario Practice — Real-life decision-making and roleplay
 4.  Personal Growth Plan — Set one leadership goal for the semester
 5.  Reflection & Peer Coaching Circle
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TOOLS & RESOURCES (Customize as Needed)

-  Candidate Rubric Template

- 📖 Leadership One-Pager Template (values + expectations)
 - 🧠 Reflection Guide for New Leaders
 - 📋 Weekly Leadership Tracker (to monitor team development)
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Final Thought

Hiring well and growing leaders isn't extra work — **it's your legacy.**

"You can only be as strong as the people you invest in." 💪