

NUMBER:	<i>To be determined</i>
TOPIC:	Promotion of Principals/Vice Principals
EFFECTIVE:	September 2008
CROSS-REFERENCE:	Education Act, Section 265, Regulation 298 HDSB School Administrators Leadership Values and Competencies Principal and Vice-Principal Placements – Report: 07127
REVISION DATE:	September 2010
RESPONSIBILITY:	

INTENDED PURPOSE

The Halton District School Board is committed to a fair and reasonable process for identifying and promoting Principals and Vice Principals who are competent and knowledgeable and who have appropriate qualifications and experiences to enable them to lead professional learning communities within their schools and within the Halton District School Board.

PROCEDURES:**1. CRITERIA FOR PROMOTION:****1.1** Principal candidates will:

- 1.1.1 hold Principal Qualifications Part I and II in accordance with Ministry regulation;
- 1.1.2 be in good standing with Ontario College of Teachers;
- 1.1.3 have successful experience as Vice Principal demonstrating proven leadership effectiveness at the school, Family of Schools and system levels;
- 1.1.4 have been recommended by their immediate supervisor and Supervisory Officer (Note: If the candidate has not worked with the current immediate supervisor for a minimum of one year, a referral from the previous supervisor who has worked with the candidate for at least one year must be included.).

1.2 Vice Principal candidates will:

- 1.2.1 hold Principal Qualifications Part I and show proof of registration in Principal Qualifications Part 2 (Part 2 must be successfully completed before appointment)
- 1.2.2 be in good standing with Ontario College of Teachers;
- 1.2.3 have exemplary teaching experience
- 1.2.4 have demonstrated leadership at the school/department level;
- 1.2.5 have been recommended by their immediate supervisor (Note: If the candidate has not worked with the current immediate supervisor for a minimum of one year, a referral from the previous supervisor who has worked with the candidate for at least one year must be included.)

2. PROMOTION PROCESS OVERVIEW:

2.1 The actual recruitment process used for each position sought to be filled shall be developed by the Director, containing the following elements:

- 2.1.1 a timetable for the process, including an established deadline affording reasonable time for filing of applications;
- 2.1.2 an appropriate advertisement published as widely as reasonably necessary to ensure a broad reaching out to potential candidates;
- 2.1.3 an Information Meeting will be held for interested candidates outlining application processes and expected leadership values and competencies;
- 2.1.4 system supports for candidates considering application (preparation workshops for candidates; expected leadership values and competencies shared in the package and with HDSB administrators; reflective questions on candidate readiness shared with candidates and their supervisors; alignment of leadership values and competencies within HDSB leadership programs)
- 2.1.5 candidates will submit to Human Resources the required number of packages by the advertised deadline;
- 2.1.6 an interview team to include a minimum of two Supervisory Officers and two Principals with qualifications and experience relative to the panel process (interview team should not include a Principal who is the current supervisor of an applicant);
- 2.1.7 a review by the interview team of all written applications with a view to determining which candidates should be offered interviews; candidates whose packages meet expectations are invited to interviews; internal candidates not selected for interviews will be offered an opportunity to debrief by the interview team;
- 2.1.8 a consistent time for personal interviews of candidates;
- 2.1.9 a standard set of initial questions for candidates, based on the Halton District School Board's leadership values and competencies and Strategic Plan expectations; questions should allow for selective variations for clarification and follow-up;
- 2.1.10 all references are checked following interviews for candidates under further consideration;
- 2.1.11 whenever feasible, the selection of a short list of candidates for presentation to the Director as appropriate appointees;
- 2.1.12 the Interview Team determines candidates' readiness based on demonstration of competencies within the resume, experiences, package responses, interview responses and reference feedback;
- 2.1.13 the Interview Team determines candidates' readiness using a 4-level continuum (Ready with exemplary competencies demonstrated / Ready / Approaching readiness / Not ready at this time);
- 2.1.14 the Interview Team determines recommendations for placement of candidates in the appropriate pool and presents to Executive Council;
- 2.1.15 Executive Council reviews the recommendations of the Interview Team to be presented to the Board of Trustees for approval;
- 2.1.16 candidates not selected for interviews, and candidates interviewed but not placed in the appropriate pool, will be offered an opportunity to debrief by the interview team.

3. APPLICATION PACKAGES:

3.1 Application package, to be approved by the Director, will generally consist of:

- 3.1.1 An Application Form; (must be signed by current supervisor, i.e. applications for Vice Principal must be signed by current supervisor; applications for Principal must be signed by current Principal or Superintendent. Note: If candidate has worked with current supervisor for less than one year, application should be signed by previous supervisor with whom candidate worked for a minimum of one year.)
- 3.1.2 Resume
- 3.1.3 Candidate Self-Assessment
- 3.1.4 Reflective Practice Submission
- 3.1.5 Identification Of Material Contents Of Existing Personnel File;
- 3.1.6 Ontario College of Teachers – Certificate of Qualification or letter of proof of completion from the PQP provider
- 3.1.7 Reference Authorization (Three references must include your current supervisor. If candidate has worked with current supervisor for less than one year, prior supervisor with whom candidate worked for a minimum of one year must be listed)

4. INTERVIEWS

4.1 Interview processes should contain the following elements to ensure consistency:

- 4.1.1 Candidates are asked not to bring reference materials to the interview process.
- 4.1.2 Candidates will be presented with a question and allowed 30 minutes to prepare; candidates may bring their notes into the interview for use during their 10 minute presentation; the notes will be handed to the interview team at the conclusion of their presentation;
- 4.1.3 Candidates will be presented with 4-6 additional questions;
- 4.1.4 Each question will be presented to the candidate both orally and in writing;
- 4.1.5 Candidates will be given the opportunity to summarize or provide any additional information to conclude the interview.
- 4.1.6 Candidates will be given the timelines for contacting references and recommendations to the Board for approval;
- 4.1.7 Candidates will be informed of the opportunity to receive feedback

5. FOLLOWING SELECTION:

5.1 Following Board approval,

- 5.1.1 successful candidates and their immediate supervisors are notified of approvals by their Family of Schools Superintendent as soon as possible after presentation to Board;
- 5.1.2 unsuccessful candidates are advised by the Superintendent members of the interview team as soon as possible after the presentation to the Board;
- 5.1.3 System is notified of list of successful candidates

6. DEBRIEFING

6.1 Debriefing sessions should:

- 6.1.1 be offered to all candidates granted an interview;
- 6.1.2 occur in a timely manner following Board decisions;
- 6.1.3 allow the candidate to attend with a partner of their choice;
- 6.1.4 allow the Superintendent from the interview committee the opportunity to review with the candidate their application package, interview responses and reference feedback;
- 6.1.5 focus on which leadership experiences, values and competencies were evident or not evident throughout the selection process
- 6.1.6 inform the candidate of the interview team's assessment of candidate readiness as demonstrated or not demonstrated in the process;
- 6.1.7 not contain a summative comment regarding future applications; the decision to re-apply should remain with the candidate based on feedback, future experiences and reflection.