

Application Process Elementary and Secondary Vice-principal (2018-2019)

The completed application consists of:

1. Application Form and Video Submission
2. Copy of candidate's OCT Certificate of Qualification
3. Resume (one to three pages)
4. Copy of most recent Performance Appraisal
5. Submissions: Leadership Competencies and Practices
6. Reference Authorization Form

Notes:

1. Criteria for application for the position of Vice Principal in the HDSB:
 - Minimum five years of successful teaching experience as a full-time permanent teacher within a recognized education setting, Ontario experience is an asset
 - Completion of Part I of the Principal's Qualification Program and proof of being registered in, or completion of Part II
 - Current performance appraisal (within last 5 years)
 - Demonstrated experience with Special Education policies and procedures or completion of Special Education Part I
 - Demonstrated ability to build capacity in others
2. A timeline for this process is can be found [here](#).
3. The HDSB Multi-Year Plan can be found [here](#).
4. "*The Ontario Leadership Framework*" can be found [here](#).
5. Please ensure your entire package is electronically submitted in **one** attachment.
6. Packages will be assessed based on candidate readiness as per *The Ontario Leadership Framework*, the Pre-Interview Reference Check Form, question specific rubrics, and post-interview reference checks.
7. Candidates' references will be contacted as part of the interview pre-screening process and thus candidates should ensure that any references have a copy of their *Leadership Experience Summary*.
8. Electronically submit the complete application package (one attachment) by email to:

sulewskim@hdsb.ca

no later than 12:00 noon on Tuesday September 18, 2018

Please be advised that applications received after the 12:00 p.m. deadline will not be considered.

The Halton District School Board recognizes for students and staff the principles and intents contained in the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code for the Province of Ontario, believes that every person has a right to equitable treatment with respect to the educational process, or service and employment within the Halton District School Board without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status or disability.

Application Form Elementary and Secondary Vice-principal (2018-2019)

Name: _____

Address: _____

E-mail: _____ Preferred Phone Number: _____

Qualifications:	Year Obtained
Date of Completion - Part 1 Principals' Qualification Course	
Date of Completion - Part 2 Principals' Qualification Course*	
*OR enrolled in Part 2 and targeted for completion by:	

Teaching Experience/Divisions Taught (number of years):

Primary	Junior	Intermediate	Senior	Total Teaching Experience

Current Work Location/Role: _____

Current Supervisor/Principal: _____

**Note: If the candidate has not been with the current supervisor for a minimum of one year, previous supervisor must also be listed.*

Positions (begin with current):

Year	Location	Role	Principal/Supervisor

Year	Location	Role	Principal/Supervisor

To the best of my knowledge and belief, all of the statements and representations contained in each of the pages of this application (and attachments) are true in substance and fact.

___ Yes

___ No

I have discussed this application for promotion with the candidate.

___ Yes

___ No

Candidate's Signature

Current Supervisor's/Principal's Signature

Leadership Competencies and Practices Elementary and Secondary Vice-principal (2018-2019)

Please complete the following using a minimum 11 font size.

1. **Written Component**

a) **Leadership Experience Summary**

Provide a two (2) page summary of why you are ready to be a Vice Principal in the Halton District School Board.

This summary should speak to your philosophy and practice of leadership as well as the impact and how these experiences have informed, shaped and prepared you to assume the role of Vice Principal as defined by the *Ontario Leadership Framework*.

**This Leadership Experience Summary should be shared with each of your references upon submission of your package as the Pre-Interview Reference questions focus on this summary.*

b) **Response to question below (maximum two pages)**

Describe an experience or situation in which you had to demonstrate resilient leadership. What did you learn from this experience and how did it prepare you for the role of Vice Principal?

2. **Video Component You will have 3 minutes to provide your response.**

All applicants are required to complete one online video interview question. To complete this interview question, you are required to have: an internet connection, webcam, and microphone.

During your online video interview you will be asked to respond to one interview question. You will be given 3 minutes to reply and you will have two opportunities to answer the question.

You will see a black screen while your answer is being recorded. If you close your browser before you are notified that your interview has been uploaded successfully, your response will not be recorded. The deadline to complete the online video interview question is Tuesday September 18th at noon.

Please click on the link below to access the video interview.

[Vice Principal Online Interview Question](#)

Once you access your video interview, you will be provided with information on the online video interview process. If you have technical difficulties please reach out to support@interviewstream.com.

Reference Authorization Vice-Principal

The Halton District School Board checks candidate references both pre and post interview.

I, _____ authorize the Halton District School Board to contact the person or organizations listed below for the purpose of obtaining reference information including information contained in my personnel file. These persons are authorized to disclose such information.

The 3 references must include:

- Current Principal/Supervisor;
Note: If candidate has not been with current supervisor for a minimum of one (1) year, prior supervisor must also be listed.
- One other administrator/supervisor with whom you have worked in an educational setting;
and
- One other reference at the candidate's discretion.

If not using your current principal/supervisor, please provide an explanation.

Reference's Name	Position Title	Preferred Phone Number	Email address

Signature of Candidate

Date