

## Application Process

### Elementary and Secondary 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 PPA (Performance Appraisal)
5. Submissions: Leadership Competencies and Practices
6. Reference Authorization Form

#### Notes:

1. Criteria for application for the position of Principal in the HDSB:
  - Must have experience as a Vice Principal; Ontario experience is an asset
  - Completion of Part I and Part II of the Principal's Qualification Program
  - Current performance appraisal (PPA 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 can be found [here](#)
3. A link to 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 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 document) by email to:

[sulewskim@hdsb.ca](mailto: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.*



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

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Candidate's Signature

I have discussed this application for promotion with the candidate.

Yes  No

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Current Supervisor's/Principal's Signature

## Leadership Competencies and Practices Elementary and Secondary 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 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 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)***

In the role of principal, you will encounter a variety of complex problems. How you have demonstrated leadership in challenging situations?

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

All applicants are required to complete one online video interview question. To take this interview 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.

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

We wish you the success during the online video interview process. Please click on the link below to access the video interview.

[Principal on-line 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](mailto:support@interviewstream.com)

## Reference Authorization Elementary and Secondary Principal (2018-2019)

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;
- One other reference at the candidate's discretion.

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

\_\_\_\_\_

Reference's Name	Position Title	Preferred Phone Number	Email Address

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date