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### **Application Process**

**Elementary and Secondary Vice Principal**  ​

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

1. A timeline for this process is can be found [here](https://docs.google.com/document/d/1tWKVcJqXAwqGCkepSiZlR4wxOOZBCCzP6oKX0H4fH5k/edit).
2. The HDSB Multi-Year Plan can be found [here](https://www.hdsb.ca/our-board/Pages/Multi-Year-Plan-2016-2020.aspx).
3. “*The Ontario Leadership Framework*”can be found [here](https://www.education-leadership-ontario.ca/en/resources/ontario-leadership-framework-olf).
4. Please ensure your entire package is electronically submitted in **one** attachment.
5. 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*.*
6. 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.*
7. Electronically submit the complete application package (one attachment) by email to:

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

**no later than 12:00 noon on Tuesday September 17, 2019**

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

**Equity:**

We believe that every person has a right to equitable treatment and freedom from discrimination.

The Halton District School Board recognizes the intents contained in the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

Upon request, we will make reasonable interview and employment accommodations during the selection process, based on any of the human rights protected grounds.

**Student Safety:**

Ensuring the safety of our students is essential. For this reason, external applicants hired to the HDSB must provide an original copy of an acceptable criminal background check with vulnerable sector screening.

**Wellness:**

The HDSB is committed to providing a respectful and healthy work environment.

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**Application Form**

**Elementary and Secondary Vice Principal (2019)** ​

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| --- | --- | --- | --- |
| **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.*

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**Positions (begin with current):**

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| --- | --- | --- | --- |
| **Year** | **Location** | **Role** | **Principal/Supervisor** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | I have discussed this application for promotion with the candidate. | | | | | |
| Yes \_\_\_\_ No |  | | Yes No | | | | |

Candidate’s Signature Current Supervisor’s/Principal’s Signature

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**Leadership Competencies and Practices**

**Elementary and Secondary Vice Principal (2019)** ​

Please complete the following using a minimum 11 font size.

1. ***Written Component***
2. ***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.

In your summary, describe the leadership experiences that have prepared you to assume the role of Vice Principal. Provide specific examples that demonstrate your ability to build staff capacity; how did it impact student achievement?

*\*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 Vice Principal, you will encounter a variety of complex problems. How have you have demonstrated leadership in challenging situations?

1. ***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, web camera and microphone.

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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. The deadline to complete the online video interview question is Tuesday, September 17, 2019 at noon.

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

[Vice Principal Online Interview Question](https://v3.rivs.com/17-09-45/)

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@rivs.com](mailto:support@rivs.com).

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**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.

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| --- | --- | --- | --- |
| **Reference’s Name** | **Position Title** | **Preferred Phone Number** | **Email address** |
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Signature of Candidate Date