### **APPLICATION FOR THE POSITION OF** C:\Users\shaikha\Downloads\Hdsbboxbl.png

**HDSB PRINCIPAL**

The completed application consists of:

1. Application Form
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

1. A timeline for this process can be found [here](https://docs.google.com/document/d/1GdCuYSLtVwtERN0gK9FAQKBdy871YGctpvEVOem12HA/edit)
2. A link to 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 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 19, 2017**

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 FORMC:\Users\shaikha\Downloads\Hdsbboxbl.png

### **HDSB PRINCIPAL**

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| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address:** |  | | |
| **E-mail:** |  | **Preferred Phone Number:** |  |

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| **Qualifications:** | **Year Obtained** |
| Date of Completion - Part 1 Principals’ Qualification Course |  |
| Date of Completion - Part 2 Principals’ Qualification Course |  |

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| **Teaching Experience/Divisions Taught (number of years):** | | | | | | | | | |
| Primary |  | Junior |  | Intermediate |  | Senior |  | Total Teaching Experience: |  |

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| --- | --- |
| **Current Work Location/Role:** |  |
| **Current Supervisor/Principal:** |  |

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

**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 |  | | ⬜ Yes ⬜ No |

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

**LEADERSHIP COMPETENCIES**

**AND PRACTICES**

Please complete the following using a minimum 11 font size.

1. **Leadership Experience Summary**

Provide a 2-3 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.*

1. **The Halton District School Board’s Multi-Year Plan includes the following goals:**
2. *Every student will be intellectually engaged in their learning and socially engaged in their school.*
3. *All staff will contribute to collaborative and inclusive learning environments to enhance innovative practices and build a strong learning organization.*

Reflect:

* How have you demonstrated your commitment to these areas with students, staff, and parents as well as your school improvement plan?
* How do you know that your efforts have been successful in improving student achievement and empowerment?
* How do you know that you have been successful building staff capacity?
* What has this work taught you about your own personal leadership characteristics and leadership journey?
* Maximum length of response: 10 pages (consisting of up to 5 pages of narrative and up to 5 additional pages of appendices/evidence/archival information). Note: if you are using embedded links, the linked pages count as part of your allotted 5 pages of evidence.
* Minimum font size 11.
* The entire application package needs to be submitted electronically in **ONE** electronic attachment.

**REFERENCE AUTHORIZATION**

**HDSB 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;
* One other reference at the candidate’s discretion.

If not using your current principal, 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