

## Application Process, 2019 Elementary and Secondary 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 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:



Halton  
District  
School  
Board

## Careers at the HDSB

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

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

### **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.



# Careers at the HDSB

## Application Form Elementary and Secondary Principal

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	

### Teaching Experience/Divisions Taught (number of years):

Primary	Junior	Intermediate	Senior	Total Teaching Experience

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):

Year	Location	Role	Principal/Supervisor



## Careers at the HDSB

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

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Candidate's Signature

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Current Supervisor's/Principal's Signature

## Leadership Competencies and Practices Elementary and Secondary Principal

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.

In your summary describe how you have effectively used the Ontario Leadership Framework to build staff capacity and impact student achievement. Provide specific examples to support your response.

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)***

Creating a culture of collaboration is essential in building a positive and productive learning environment. How have you demonstrated leadership in fostering coherence in your school and community?

### **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, web camera 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. 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.

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

## Reference Authorization Elementary and Secondary 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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<b>Reference's Name</b>	<b>Position Title</b>	<b>Preferred Phone Number</b>	<b>Email Address</b>

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

\_\_\_\_\_  
Date