

Application Process, 2020 Elementary 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: sulewskim@hdsb.ca **no later than 12:00 noon on Tuesday, February 4, 2020**

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.

Application Form Elementary 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 a candidate has not been with their current supervisor for a minimum of one year, the previous supervisor must also be listed.*

Positions (begin with current):

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/Principal's Signature

Leadership Competencies and Practices Elementary 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, identify three (3) personal resources within the Ontario Leadership Framework describing specific examples that you have used to build positive change for students. How will these personal resources contribute to your success as an elementary principal?

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)

Our Board's mandate is to ensure "every student will learn in a respectful culture of high expectations that values diversity, and will see themselves reflected in their learning."

HDSB Multi-Year Plan 2016-2020

Describe a time when you acted in accordance with this mandate to support a specific student or a group of students. What was the impact of your leadership? How will this experience prepare you for the role of 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, web camera and microphone.

During your online video interview, you will be asked to respond to one interview question. You will be given 1 minute before the recording begins; you will be given 3 minutes to reply to the question.

You may submit your first attempt or you may elect to record a second time and then submit your response.

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, February 4, 2020 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.

Reference Authorization - Elementary 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 the candidate has not been with their current supervisor for a minimum of one (1) year, their 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