

<b>TOPIC:</b>	<b>Promotion, Transfer and Placement of Principals/Vice-Principals</b>
<b>EFFECTIVE:</b>	<b>April 2013</b>
<b>REVIEW DATE:</b>	<b>January 2016, September 2019</b>
<b>REVISION DATE:</b>	<b>June 2023</b>
<b>CROSS-REFERENCES:</b>	<b>Education Act, Section 265, Regulation 298 The Ontario Leadership Framework 2013 Ontario Regulation 242 Cross-Panel Exchange Guideline</b>
<b>RESPONSIBILITY:</b>	<b>Superintendent of Education</b> (with responsibility for promotion process)

**INTENDED PURPOSE**

The Halton District School Board is committed to an equitable and fair process for recruiting, selecting and placing Principals and Vice Principals who are competent and knowledgeable, as well as who have qualifications and experiences to enable them to demonstrate the leadership practices contained in *The Ontario Leadership Framework* and support the implementation of the Halton District School Board's Multi-Year Plan and the Board's Improvement Plan for Student Achievement and Well-Being.

**PROCEDURES:**

The recruitment and selection process used for the Principal and Vice Principal roles shall be approved by the Director of Education and shall include a timeline for the process, a widely published recruitment notice, and an information meeting for interested internal and external candidates outlining application processes and expected leadership criteria.

Principal candidates will:

- hold Principal Qualifications Part I and II in accordance with Ministry regulation at the time of application;
- be in good standing with the Ontario College of Teachers;
- have successful experience as a Vice Principal demonstrating proven leadership effectiveness in the school community;
- have a recent Principal Performance Appraisal rating of *Satisfactory* and be in good standing with respect to conduct.

Vice Principal candidates will:

- hold Principal Qualifications Part 1 and show proof of registration in Principal Qualifications Part 2 (Part 2 must be successfully completed before appointment);
- be in good standing with the Ontario College of Teachers;
- have demonstrated effective leadership at the school level;
- have a Teacher Performance Appraisal rating of *Satisfactory* and be in good standing with respect to conduct.

An application package will consist of:

- Application Form including the Leadership Experience Summary;
- Resume;
- Responses to questions reflective of system needs and aligned with the HDSB Multi-Year Plan and *The Ontario Leadership Framework*;
- Principal Performance Appraisal Summative Report (for application to Principal) or Teacher Performance Appraisal Summative Report (for application to Vice Principal) dated within three years of the application deadline;

- Ontario College of Teachers Certificate of Qualification and letter of proof of completion from the PQP provider or evidence of registration in Part 2 of PQP if not yet listed on the Certificate of Qualification;
- Reference Authorization;
- Signature of immediate supervisor.

Appointment to Elementary and Secondary Principal and Vice Principal Pool:

- The list of successful Principal and Vice Principal candidates will be posted in a Director's report to the Board of Trustees outlining the appointment to elementary and secondary pools.
- Successful candidates will remain in the pool until placed by the placement process.
- Should concerns arise with respect to the performance or conduct of a candidate placed in the pool, the Board reserves the right to rescind the pool placement of this candidate.
- Onboarding opportunities while active in the pool will be offered to successful candidates.

Experienced principals may apply for a System Principal role through Halton's internal vacancy process. These roles are normally a three year term with a possible extension for an additional two years by mutual agreement, subject to the operational and budget needs of the Board.

Decisions pertaining to the transfer and placement of pool candidates and experienced principals and vice principals is a collaborative process done by the Associate Director of Education and the Family of Schools Superintendents. Placement and transfer of Principals and Vice Principals will be reviewed twice a year or on a system needs basis to ensure school leadership across the system that sustains the focus on student achievement, student engagement and student well-being in every school. Placements will be assigned in a way that aligns the leadership strengths of the administrator with the needs of the school community and ensures ongoing career development. Note: These normal provisions may need to be altered to meet operational or budget needs. Placements can occur in any region within the system.

Pool lists, transfers and placements will be communicated as information to the Board of Trustees.