



Halton
District
School
Board

Elementary Principal &VP Secondary VP Information Session

March 2024

Learn • Grow • Inspire



TOGETHER



Honouring the Land and Territory



Halton as we know it today is rich in history and modern traditions of many First Nations and the Métis. From the Anishinaabe to the Attawandaron, the Haudenosaunee, and the Métis - these lands surrounding the Great Lakes are steeped in Indigenous history.

As we gather today on these treaty lands we have the responsibility to honour and respect the four directions, land, waters, plants, animals, ancestors that walked before us, and all the wonderful elements of creation that exist.

We would like to acknowledge and thank the Mississaugas of the Credit First Nation for sharing their traditional territory with us.

Welcome

Claire Proteau, Superintendent - Leadership and Staff
Development

Dixon Mohammed - Staffing & Recruiting Officer

**BASED ON MY WARDROBE,
MY FAVORITE COLOR IS PET HAIR.**

REBEL CIRCUS

Director Ennis



Agenda

1. Why Halton
2. Getting to Know Halton
3. The Administrator Hiring Process
4. Compensation & Benefits
5. Questions

What we stand for...



- **Equity and Inclusion**
- **Mental Health & Well-Being**
- **Learning & Achievement**
- **Environmental Leadership**
- **Indigenous Perspectives & Awareness**

Why Halton?

As of September 2023, eligibility for retirement meeting their 85 factor in the next five years:

- **Secondary Principal** - 10/23
- **Elementary Principal** - 26/91
- **Elementary Vice-Principal** - 4/75
- **Secondary Vice-Principal** - 9/44

Why Halton?

Halton is “rich” in ...

- **dedicated staff**
- **quality programs** designed to meet a range of student needs
- **opportunities to thrive personally and professionally**
- **innovation**
- **wellness**
- **relationships**

Why Halton?

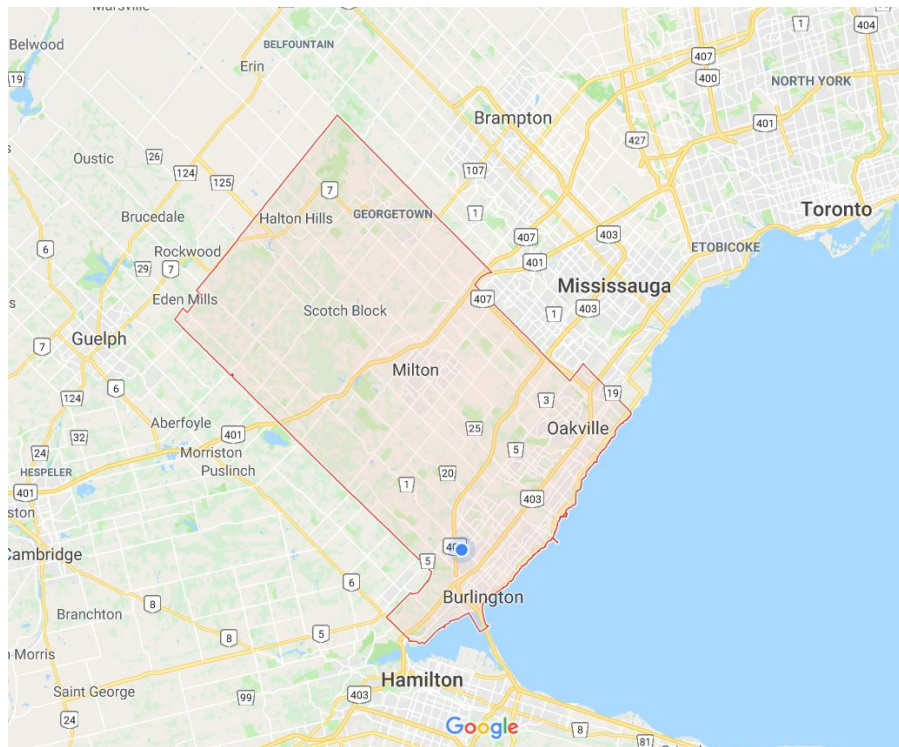
Halton is **competitive...**

- **Competitive salaries**
- **Competitive benefits** package
- Authentic **Equity work**
- Staff development and **leadership support**
- **Students score above provincial benchmarks**

Why Halton? Staff say...

- Their opinions make a difference in building a positive work environment
- Opportunities to be innovative in their work
- Numerous opportunities to learn and grow
- High job satisfaction
- Access to resources/technology to do their job effectively
- School communities create inclusive and respectful environments

Halton by the numbers



4 Municipalities:
Burlington, Halton Hills, Milton and Oakville

107 schools (Kindergarten to Grade 12)

68,000 students (Oct 22, projections)

2,955 elementary teachers

1,400 secondary teachers

2,546 support and non-teaching staff

221 Principals and Vice Principals

HDSB Elementary Schools

Number of Elementary schools: 90

Grades: K-8, K-6, K-5, 2-8, 6-8, 7-8, 7-12

French Immersion (FI):

Single and dual track with entry in Grade 2



HDSB Secondary Schools

Number of Secondary schools: 17

Grades: 7-12 and 9-12

E-Learning Sections:
196

Programs: A LOT!



The Administrator Hiring Process

Why Halton?

Halton has a bright **future...**

- One of Ontario's **growth boards**
- **New schools...** today and in the future
- **Student focused** and **results-oriented**
- **Multi-cultural** and **economically diverse**

[Student Census Data](#)

The Application

Must be complete when submitted and must include the following:

1. Cover Letter addressed to Dixon Mohammed,
mohammedd@hdsb.ca
2. Resume
3. Copy of most recent certificate of qualification from the Ontario College of Teachers
4. Leadership Competencies and Practices
 - i) Question #1 (written submission)
 - ii) Question #2 (video submission)
5. Reference Authorization Form

Applicant Criteria - Principal

- ❑ **Completion of Principal Qualification Program Part 1 and Part 2** in accordance with Ministry Regulation 184/97 and 298 **before** applying to the process.

Application criteria for **all** candidates:

- ❑ be in good standing with Ontario College of Teachers;
- ❑ have successful experience as a Vice Principal demonstrating proven leadership
- ❑ be in good standing with respect to conduct;
- ❑ have demonstrated experience with Special Education policies and procedures or completion of Special Education Part I; and
- ❑ demonstrate evidence of core capacities identified in the Ontario Leadership Framework.

The Ontario Leadership Framework

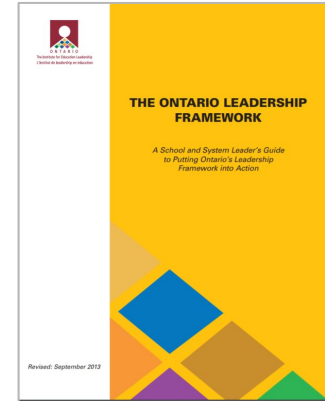
Competencies and Practices

- **common language/shared vision for leadership**
- **effective leadership practices and competencies**
- **guidance for leadership development**

The Ontario Leadership Framework

Personal Leadership Resources

- **cognitive, social and psychological resources**
- **Emotional Intelligence**



Resume and Cover Letter

Leadership and Impact

Experiences highlighted

- are transferable to the role
- demonstrate readiness
- include leading change
- include educational history, leadership experience and relevant skills

Currency

- HDSB Multi-Year Plan
- Ministry of Education

Presentation/Communication

- Grammar, spelling, conventions
- Proficient/professional layout
- Effective communication of experiences
- Resume length (2-3 pages ideal)

Beyond “a list” of placements/things

- Include impact
- Leadership role identified
- Verbiage (lead, collaborate, support, etc.)
- Personal Leadership Resources
- Instructional leadership
- **Impact/Results**
- Student achievement for all students
- Knowledge of culturally responsive pedagogy/practices
- Evidence of ability to use data for improved practice

Leadership Competencies and Practices

- Your **abilities, skills and experiences as a leader**
 - **one written response** and
 - **one video response**
- Sharing with your references
- Let the Interview Team know **why you are ready for the role**

The Written Response

- Your process, steps must be clear
- The stakeholders must be clear
- Have a conflict
- Be reflective
- Be very specific about THIS situation (ChatGPT proof)
- Have someone who is NOT in education, read this

The Video Response

- Do not read your screen
- Take the time to do, and redo it
- It is an interview question
- Open, introduce yourself
- Close

The Interview

- **In Person Interview**

- One question provided 24 hours in advance
- Three Questions provided 30 minutes prior to interview at the interview location
- One Question during the interview
- The Questions will be read to the candidate and presented in written format
- You may use a device, timer and/or notes
- **Opportunity to summarize/close, or ask questions**



All applicants scheduled for an interview will be provided contact email and cell number if any issues arise.

Evaluations

- PPA
- TPA
- Letter of Recommendation

Decisions

1. Committee develops a pool of recommended candidates based on Interview Package, Video Interview Response, Interview, Post-Interview Reference Check in context of Halton values and the Ontario Leadership Framework
2. **All interviewed candidates will be contacted on the night of Wednesday, June 5th, 2024.**

Compensation and Benefits

Elementary Principal Salary Grid

Years of experience in the applicable role with another Board count in determining salary grid placement.

Years of Experience	September 1, 2022
0	\$118,834
1	\$123,297
2	\$129,855

Elementary Vice Principal Salary Grid

Years of experience in the applicable role with another Board count in determining salary grid placement.

Years of Experience	September 1, 2022
0	\$109,392
1	\$111,350
2	\$115,839

Secondary Principal Salary Grid

Years of experience in the applicable role with another Board count in determining salary grid placement.

Years of Experience	September 1, 2022
0	\$128,117
1	\$133,003
2	\$137,882

Secondary Vice Principal Salary Grid

Years of experience in the applicable role with another Board count in determining salary grid placement.

Years of Experience	September 1, 2022
0	\$118,226
1	\$120,326
2	\$123,341

Additional Salary Items

- Principals and Vice-Principals who hold a **recognized post-graduate degree** (e.g., M. Ed.) receive an annual allowance of \$1,313
- Principals and Vice Principals who hold **Supervisory Officer Qualifications** will receive an annual allowance in the amount of \$515
- Principals receive PD funds of \$1,400 per year. These funds may accumulate over a two (2) year period.

Benefits Package

- Extended Health, Dental and Life Insurance Coverage offered through the PVP Provincial Trust
- Board administers LTDI Insurance (employee pays premiums)
- All employees have access to the Board's Employee Assistance Plan
- Board pays \$70 towards OPC membership
- 5 Lieu days you can use almost anytime
- Board facilitates payroll deduction process for OCT Fees

Placement in a school

- Principals and Vice Principals are deemed Regional Staff and **may be assigned to any school within the jurisdiction** of the HDSB
- Many factors are taken into account when placing admin
- School placements are recommended by Administrative Council and supported by the HDSB
- This means ... **acceptance of the school placement offered is a condition of employment**

New admin supports

- Individual Mentoring
- Group mentoring
- New admin to OPC
- Out of board support
- IREN
- QTAN
- Onboarding

But Seriously...



Thank you for your interest

Job Posting Date - Monday, February 26, 2024
Application deadline - [Monday March 18 by 4 p.m.](#)

[Apply Here](#)

Elementary Principal - Job Code **#3683208**

Elementary Vice Principal - Job Code **#3683167**

Secondary Vice Principal - Job Code **#3683155**

Upload documents to **“Additional Documents”**

Questions?

Dixon Mohammed mohammedd@hdsb.ca

support@interviewstream.com for video interview support

info@simplication.com for Apply to Education support