



Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

SELECTION PROCESS PROCEDURES

ELEMENTARY: PRINCIPAL/VICE-PRINCIPAL

SECONDARY: PRINCIPAL/VICE-PRINCIPAL

MISSION

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes the learner will realize this fullness of humanity

If the learning process

- begins at home and is part of family life
- is nurtured in the Parish
- is anchored in the Catholic Faith
- takes place within the context of worship, sacraments, and the life of the Church
- is enhanced by the school community
- is embraced by the learner as a personal responsibility for life.

If learning takes place in an appropriate and challenging environment

- in which members of the school community exemplify the teachings of Jesus Christ
- which reflects Gospel values and responsible use of human, financial and natural resources
- which promotes academic excellence and clear indicators of achievement.

VISION

Learners from Hamilton-Wentworth Catholic

Schools will demonstrate

- knowledge and practice of their Catholic Faith
- the capability of nurturing a strong family unit
- esteem, respect and responsibility for self and others
- academic competence
- the ability to listen accurately and express knowledge clearly
- independence, critical thinking and effective problem solving
- proficiency with technology in order to adapt to a challenging world
- the values, attitudes and skills for effective partnerships
- the ability to transform our society

To enable learners to achieve this vision, the faith community of the Hamilton-Wentworth Catholic

District School Board will reflect

- the centrality of Jesus Christ in our lives
- the teachings of the Catholic Church
- exemplary role models
- social justice, respect and fairness for all
- a dedicated staff
- a curriculum that is dynamic, practical and relevant
- high standards
- an environment conducive to learning
- effective partnerships
- accountability at all levels

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

SELECTION PROCESS PROCEDURES FOR:

ELEMENTARY	PRINCIPAL/VICE-PRINCIPAL
SECONDARY	PRINCIPAL/VICE-PRINCIPAL

PREAMBLE

The objectives of the role description and the procedures outlined herein are to provide a set of expectations for aspiring principals/vice-principals while providing a procedure to be followed from application to appointment as a **Catholic Principal/Vice-Principal**.

In keeping with the Mission and Vision of the Hamilton-Wentworth Catholic District School Board (HWCD SB) it is expected that staff holding principal positions to be teachers, in good standing with the Ontario College of Teachers, who are individuals of faith, vision, commitment and leadership.

The position of vice-principal is considered an important leadership position in elementary and secondary schools and is also an essential step for those individuals who wish to pursue leadership as a principal. To support the essential learning needed for future principals it is expected that the vice-principal will be provided with the opportunity to experience many of the same responsibilities as a principal over the course of his/her development period.

For both positions evidence of strength in various leadership areas will be sought throughout the stages of the selection process.

Personal faith commitment is a fundamental requirement for leadership in Catholic Education. It is expected that candidates will show involvement in the larger Catholic community including the local parish.

The Catholic School Level Leadership Framework (Appendix F) provides a vision for Catholic leadership in the schools of the HWCD SB. As a result of many and varied experiences, candidates for the position of principal/vice-principal should demonstrate the competencies indicated in each pillar in the framework. The candidate should have exceptional capacity in the personal leadership resources identified in the framework, and should have consistently demonstrated the ability to build and maintain positive relationships with all school community members. Further, the candidate should have demonstrated excellence in teaching and expertise in enhancing student achievement.

Finally, the candidate should be a highly effective communicator.

QUALIFICATIONS

AN APPLICANT FOR THE POSITION OF PRINCIPAL SHALL POSSESS THE FOLLOWING QUALIFICATIONS:

- 1) Principal Qualifications as identified in the Education Act and regulations;
- 2) OEETA/OCSTA Religious Education Specialist Qualification;
- 3)
 - i) Experience as a vice-principal;
 - ii) Completion of at least eight (8) years teaching experience, with a minimum of **five years as a permanent teacher**;
 - iii) Teaching experience in **at least** two (2) divisions.
- 4) Completion of Religious Renewal as per Board Policy;
- 5) Completion of Special Education Specialist **and/or Special Education for Administrators Additional Qualification course** by the end of the 2nd year of appointment; and,
- 6) Demonstrated System Committee experience.

AN APPLICANT FOR THE POSITION OF VICE-PRINCIPAL SHALL POSSESS THE FOLLOWING QUALIFICATIONS:

- 1) Principal Qualifications as identified in the Education Act and Regulations;
- 2) OECTA/OCSTA Religious Education Specialist Qualification;
- 3)
 - i) Completion of at least eight (8) years teaching experience, with a minimum of **five years as a permanent teacher**;
 - ii) At least two (2) years of demonstrated leadership such as, but not limited to, Principal Intern, Secondary Leadership Program, Assistant to the Principal, Department Head, Consultant, Special Education Resource Teacher;
 - iii) Teaching experience in at least two (2) divisions
- 4) Completion of Religious Renewal as per Board Policy;
- 5) Completion of Special Education Specialist **and/or Special Education for Administrators Additional Qualification course** by the end of the 2nd year of appointment; and,
- 6) Demonstrated System Committee experience.

REQUIREMENTS FOR A COMPLETE APPLICATION

In addition to the qualifications required as stated above, all candidates are expected to provide the following documents for a complete application package:

- 1) Completed Candidate Application Form - APPENDIX "A";
- 2) Current (within one year of posting) Letter of Reference from the Pastor of the Church which the candidate attends regularly;
- 3) Candidate Professional Profile - APPENDIX "B";
- 4) Principal Recommendation Form - APPENDIX "C";
- 5) Appendix "D" Declaration of support from current principal and superintendent of education;
- 6) Appendix "E" Declaration that the candidate has read the current Principal/Vice Principal Terms and Conditions of Employment document;
- 7) A one-page statement of philosophy of Catholic Education which highlights past experiences and examples of personal commitment to the Catholic faith and Catholic education;
- 8) A current curriculum vitae/resume with names, addresses and telephone numbers of two (2) current professional and two (2) personal references. Written references are not required. References will be contacted; and,
- 9) An up-to-date copy of the candidate's Ontario College of Teachers Certificate of Qualification and Registration.

THE SELECTION PROCESS

The following process shall be followed to identify, and approve, a list of pre-qualified candidates for appointment to the positions of principal and vice-principal:

- 1) A notice shall be sent out inviting applications for the positions of principal and vice-principal elementary, and for the positions of principal and vice-principal secondary;
- 2) The candidate must initiate a dialogue with the current principal regarding his/her wishes prior to applying for the posting;
- 3) Recommending principals must dialogue with the superintendent of education before any package is completed by a candidate;
- 4) Only those candidates fulfilling the required qualifications and application requirements shall be interviewed;
- 5) Interview teams consisting of at least three (3) Superintendents of Education shall be established;
- 6) The interview team shall report to Director's Council and review the results of the interview process and the record of performance information. Recommendations for approval to pre-qualified lists shall be made at that time;
- 7) The Director of Education shall provide a written report to the Board of Trustees identifying the lists of pre-qualified candidates;
- 8) Following the report to the Board of Trustees of the list of pre-qualified candidates, all candidates shall be advised of their status;
- 9) Candidates shall also receive written confirmation regarding the outcome of their application; and,
- 10) All candidates shall be given the opportunity for a debriefing session with at least a Superintendent of Education from the interview team.

CANDIDATE APPLICATION FORM - PRINCIPAL & VICE-PRINCIPAL

POSITION APPLIED FOR:

ELEMENTARY _____ SECONDARY _____

NAME: _____

Current School: _____

Current Position: _____

Current Principal: _____

Current Superintendent of Education: _____

QUALIFICATIONS: Date of Completion Part I Principal's Course
 Obtained from (i.e. Brock, York, etc.) _____
 Date of Completion Part II Principal's Course
 Obtained from (i.e. Brock, York, etc.) _____
 Special Education Part I (), Part II (), Specialist ()
Special Education for Administrators AQC ()

Date of completion of OECTA/OCSTA: Religious Education Specialist Qualifications _____

Date of Completion of Religious Renewal _____ (within 5 years of date of posting)

Experience: (Teaching and Administrative)

School & Grades (begin with most recent)	Elementary	Secondary	# of Years

Total Number of Years' Experience to date

This Board: _____ Other Boards: _____

Dates and position(s) of responsibility that you have held:

Additional Qualifications Courses Completed:

Date of Application _____

Signature _____

Cell Phone Number: _____

Home Phone Number: _____

THE HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

CANDIDATE PROFESSIONAL PROFILE

COMPLETE THE CANDIDATE PROFESSIONAL PROFILE AND VALIDATE WITH CURRENT SCHOOL PRINCIPAL PRIOR TO SUBMISSION.

APPLICANT'S NAME:

CURRENT POSITION:

CURRENT LOCATION:

PRINCIPAL: ELEMENTARY OR SECONDARY

VICE PRINCIPAL: ELEMENTARY OR SECONDARY

GUIDELINES FOR THE COMPLETION OF THIS CANDIDATE PROFESSIONAL PROFILE

1. The completed Candidate Professional Profile will form the basis for dialogue with the candidate's current Principal.
2. Each area (refer to the Ontario Leadership Framework for Catholic School-Level Leadership) provides the candidate with direction on completing the section.
3. Using the space provided, each candidate is asked to describe, briefly and concisely, his/her experiences in the various areas.

CATHOLIC SCHOOL – LEVEL LEADERSHIP

SETTING DIRECTIONS

- Builds a shared vision
- Identifies specific, shared short-term goals
- Creates high expectations
- Communicates the vision and goals

CATHOLIC SCHOOL – LEVEL LEADERSHIP

BUILDING RELATIONSHIPS AND DEVELOPING PEOPLE

- Provides support and demonstrates consideration for the individual staff members
- Stimulates growth in the professional capacities of staff
- Models the school's values and practices
- Builds trusting relationships with and among staff, students and parents
- Establishes productive working relationships with teacher federation representatives

CATHOLIC SCHOOL – LEVEL LEADERSHIP

DEVELOPING THE ORGANIZATION TO SUPPORT DESIRED PRACTICES

- Builds collaborative cultures and distributes leadership
- Structures the organization to facilitate collaboration
- Builds productive relationships with families and community
- Connects the school to the wider environment
- Maintains a safe and healthy environment
- Allocates resources in support of the school's vision and goals

CATHOLIC SCHOOL – LEVEL LEADERSHIP

IMPROVING THE INSTRUCTIONAL PROGRAM

- Staffs the instructional program
- Provides instructional support
- Monitors progress in student learning and school improvement
- Buffers staff from distraction to their work

CATHOLIC SCHOOL-LEVEL LEADERSHIP

SECURING ACCOUNTABILITY

- Builds staff members' sense of internal accountability
- Meets the demands for external accountability

PRINCIPAL RECOMMENDATION FORM (to be completed by the current Principal)

APPLICANT'S NAME:

CURRENT PRINCIPAL :

CURRENT POSITION:

CURRENT LOCATION:

APPLYING FOR THE POSITION OF:

ELEMENTARY PRINCIPAL

ELEMENTARY VICE PRINCIPAL

SECONDARY PRINCIPAL

SECONDARY VICE PRINCIPAL

DEMONSTRATED CATHOLIC LEADERSHIP COMPETENCIES OF THIS CANDIDATE:

1. SETTING DIRECTIONS

2. BUILDING RELATIONSHIPS AND DEVELOPING PEOPLE

3. DEVELOPING THE ORGANIZATION TO SUPPORT DESIRED PRACTICES

4. IMPROVING THE INSTRUCTIONAL PROGRAM

5. SECURING ACCOUNTABILITY

APPENDIX D

I have read and understand the Current Principal/Vice-Principal Terms and Conditions of Employment (PPM 152).

Signature

Date

PRINCIPAL AND SUPERINTENDENT DECLARATION

(To be completed and signed following a dialogue about the candidate)

This application has been reviewed and a dialogue has occurred between the Principal and Superintendent of Education. Both of the signees to this declaration believe that _____ (full name) demonstrates the necessary qualities, skills and competencies to provide effective leadership as a Catholic School Principal Vice-Principal

Signature of Principal

Signature of Superintendent

Date