



Policy Manual – Human Resources

H.T.05 - Selection of Principals/Vice-Principals

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.

Policy Statement

The Hamilton-Wentworth Catholic District School Board is committed to selecting and appointing faith filled, knowledgeable and capable Catholic men and women, to the positions of Principal and Vice-Principal. It is expected that these individuals will provide the necessary leadership and Christian witness to support the spiritual, emotional, physical and academic well-being of the students, staff and communities entrusted to their care.

Further, it is the expectation of the Board of Trustees that Senior Administration will carry out a transparent and well defined process for the selection and appointment of Catholic Principals and Vice-Principals that considers, at a minimum, the following essential characteristics:

- **Evidence** of the individual's **Christian** witness to the Catholic faith supported by a pastoral letter of reference from the pastor of the Church the Candidate attends regularly;
- Completion of an Additional Qualification Specialist in the area of Religious Education;
- Proof that the individual has recently (i.e., within the last 5 years) completed the Board's Religious Renewal Requirement;
- Proof of appropriate qualifications including: Principal Qualifications and Ontario College of Teacher Registration in good standing;
- **Completion of an additional Qualification Specialist in Special Education and Special Education for Administrators Additional Qualifications course**
- Evidence of demonstrated leadership in one of the HWCDSB leadership pathways (e.g., Assistant to the Principal, Principal Intern, Secondary Leadership, Secondary Department Headship, Special Education Resource Teacher, Consultant etc.);
- A minimum of 8 years of highly successful teaching experience.

It is further expected that Senior Administration will report to the Board of Trustees the details of the selection process and the necessary qualifications and experiences of any candidate prior to the individual commencing his or her responsibilities as a principal or a vice-principal.

Purpose

Principal and Vice-Principal Leadership in the schools of the Hamilton-Wentworth Catholic District School Board is essential in ensuring that the Mission & Vision of the Board is carried out daily across the system. As the Bishops of Ontario noted: "As no one else... principals and vice-principals have a unique opportunity to create the character of the school. [Their] reach extends both into the classroom and into the community, the life, themselves, and the feeling of each school derive, in large part, from commitment to staff, students and to the gospel." (*This Moment of Promise, Assembly of Catholic Bishops of Ontario, 1989*)

In addition, Catholic School Principals and Vice-Principals play an essential role in assisting with the formation of staff in the **Catholic** faith while providing the necessary oversight and supervision to ensure that the Board's schools are places that nurture faith, **academic excellence** and **student and staff well-being**.

A thorough and rigorous selection and appointment process will help to ensure that individuals appointed to the important positions of principal and vice-principal can successfully carry out the vocation of Catholic school leadership.

Responsibility

The Director of Education

Regulations

Education Act of Ontario

Related Policies

H.T.03 Principal/Vice Principal Qualifications

H.T.21 Staff (Teaching & Administration) Requirements in Religious Education/Formation/Renewal

Related Board Committee

Committee of the Whole

Policy Review Date

BM Original Policy Approved 19 December 2017

Revisions: 06 October 2020

To be reviewed every three years