

P/VP Application Process - Spring 2026

Elementary Principal Elementary Vice Principal

The Halton District School Board (HDSB) is one of the fastest growing school districts in Canada and growth is projected to remain strong for the foreseeable future. The region's population is anticipated to almost double in size by 2051, from a current population of [596,637](#) to a projected population of [1,100,000](#) by 2051. Together, our 11,000+ staff serve more than 65,000 students in 110 schools and growing, in the communities of Burlington, Halton Hills (Georgetown & Acton), Milton and Oakville. We are seeking Secondary Principals for our Secondary Pool.

The culture of the HDSB is welcoming and collaborative. Administrators demonstrate and encourage collaboration, respect, and encourage students and staff to learn, grow and inspire together. Such processes facilitate the identification of administrators who are competent, knowledgeable and compassionate, and whose qualifications and lived experiences enable them to demonstrate the leadership practices contained in The Ontario Leadership Framework and support the implementation of the Halton District School Board's [2024-2028 Multi-Year Strategic Plan](#). The Halton District School Board is searching for school leaders who adopt a critical consciousness as educators who engage in leading and learning through anti-colonial and anti-racist frameworks. This practice ensures that we are continually moving to create and sustain change and improve outcomes for all students.

The Board is creating a pool of qualified candidates to be eligible for positions, in accordance with its Administrative Procedure [Promotion, Transfer and Placement of Principals/Vice Principals](#).

Principal Candidates Will:

- Hold Principal Qualifications Part 1 and 2 in accordance with Ministry regulation at the time of application;
- have successful experience as a Vice Principal demonstrating proven leadership effectiveness in the school community

VP 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)

P & VP Candidates Will:

- be in good standing with the Ontario College of Teachers;
- be in good standing with respect to conduct;
- have demonstrated experience with Special Education policies and procedures
- demonstrate evidence of core capacities identified in the Ontario Leadership Framework

In Person Information Session:

Date: Monday February 9, 2026

Time: 7:00 - 8:30 p.m.

Location: J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON
(Board Room)

Application Package: (1-6)

The completed application consists of:

1. Cover Letter
2. Resume highlighting leadership and impact
3. Copy of most recent certificate of qualification from the Ontario College of Teachers
4. Current performance appraisal (PPA for vice principals and TPA for teachers within the last 5 years)
5. Leadership Competencies and Practices
 - i) Question #1 (written submission)
 - ii) Question #2 (video submission)
6. [Reference authorization form](#)

Careers at the HDSB

Search Job Code on Apply To Education to see the written and video submission for each position:

Elementary Principal - Job Code # 4007086

Elementary Vice Principal - Job Code # 4007083

Additional Information:

1. A timeline for this process can be found [here](#).
2. Packages will be assessed based on candidate readiness as per *The Ontario Leadership Framework*, cover letter, resume and question specific rubrics, and post-interview reference checks.
3. The *HDSB 2024-2028 Multi-Year Strategic Plan* can be found [here](#).
4. The *Ontario Leadership Framework* can be found [here](#).
5. Your references will be contacted as part of the post-interview screening process. Ensure that your references have a copy of your Leadership Experience Summary.
6. Please ensure your entire package is electronically submitted in the Additional Documents section of [Apply to Education](#) **no later than 4PM on Tuesday February 24, 2026**

Applicant Self Identification Questions:

As part of the recruitment and selection function, the HDSB will collect voluntary self identification data from applicants in accordance with the Ontario Human Rights Code, HDSB's Teacher Hiring Practices Administrative Procedure, HDSB's Employment Equity Policy and Ontario's Anti Racism Data Standards:

Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15, in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. In accordance with HDSB's Employment Equity Policy, personal information collected on this form will aim to achieve an inclusive, diverse and representative workforce. It works to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process. Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community.

Although hiring policies must adhere to the qualification requirements set out in applicable Regulations (eg. Regulation 298, "Operation of Schools – General") and any applicable collective agreement provisions, the Board recognizes the importance of the following when developing its selection and evaluation criteria:

- *valuing applicants' additional experience, lived experience, skills, backgrounds and perspectives; and*
- *granting first consideration, where the skills, ability, and qualifications of the applicants are relatively*

equal, to applicants who self-identify as members of historically under-represented communities.

We encourage you to respond to our voluntary applicant self-identification questions. This data will inform our understanding of the diversity of our applicant pool as well as the progress of applicants throughout the hiring process. This data will inform our goals, strategies and actions and our progress towards creating and sustaining an inclusive and equitable workforce. Any information that you provide in response to these questions will be referred to during the hiring process for this position, and will be shared with the hiring manager and/or committee members responsible for the hiring process.

The section includes questions from Ontario's Anti-Racism Data Standards (Standards, 2017). The Standards were established to help identify and monitor systemic racism and racial disparities within the public sector. The Standards establish consistent, effective practices for producing reliable information to support evidence-based decision-making and public accountability to help eliminate systemic racism and promote racial equity (adapted from Ontario's Anti-Racism Data Standards, 2017).

Questions about this collection may be directed to Dixon Mohammed - Manager, Recruitment, Selection and Staffing at mohammedd@hdsb.ca

Accommodation:

Upon request, we will provide reasonable accommodations for candidates who require accommodations based on the protected grounds in the Ontario Human Rights Code in respect to the recruitment and selection process.

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.