

JOB OPPORTUNITY NOTICE

Elementary Principals and Vice Principals

Our ideal candidate is an experienced educator who combines excellence in communication, a commitment to quality public education and a dedication to outstanding leadership. You must be a member in good standing with the Ontario College of Teachers and are currently enrolled in the Principal's Qualification Program Part One (placement pending successful completion of PQP Part One).

Internal and external candidates are strongly encouraged to attend promotion process preparation sessions on Tuesday, February 12, 2019 from 4:00 to 5:30 p.m. and Wednesday, February 20, 2019 from 4:00 p.m. to 6:00 p.m. at the Education Centre, 20 Education Court, Hamilton (see registration details on page four).

To be eligible to submit an application package in the promotion process, all candidates are required to declare their intention to apply via email to mkivell@hwdsb.on.ca by 4:00 p.m. on Tuesday, February 19, 2019.

The candidate's application package must include the following: cover letter, resume, minimum of three professional references with email contact information and permission to contact references, copy of current OCT qualifications, copy of TPA (completed within the past three years) or letter of support from principal mentor, Leadership Experience Summary with sections 1, 2, 3, and 4 completed.

All candidates must submit an electronic copy of their application package in PDF format no later than Friday, March 1, 2019 by 4:00 p.m. to:

Jamie Nunn, Superintendent of Human Resources
HWDSB Education Centre
20 Education Court, Hamilton, Ontario L8N 3L1
email: mkivell@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Hamilton-Wentworth District School Board Elementary Principal and Vice Principal Promotion Process – Spring 2019

HWDSB system notification of timelines / posting opens on Board website	Friday, February 1
Session #1 / Promotion Process Preparation: Candidates are strongly recommended to attend this session with their Principal mentor	Tuesday, February 12 4:00 to 5:30 p.m. PD Place # 198202
To be eligible to submit an application package, all candidates are required to declare their intention to apply via email to mkivell@hwdsb.on.ca	Tuesday, February 19 by 4:00 p.m.
Session #2 / Promotion Process Preparation: Candidates who have received confirmation of readiness for promotion from their principal mentor will attend this session - primary focus will be the Leadership Experience Summary	Wednesday, February 20 4:00 to 6:00 p.m. PD Place # 198203
Posting closes: All candidates must submit an electronic copy of their application package in PDF format addressed to Jamie Nunn, Superintendent of Human Resources and sent via email to mkivell@hwdsb.on.ca / the candidates' application package must include cover letter, resume, minimum of three professional references with email contact information and permission to contact references, copy of current OCT qualifications, copy of TPA (within past three years) or letter of support from principal mentor, and Leadership Experience Summary with Part A, B, C completed	Friday, March 1 by 4:00 p.m.
HR will distribute application packages to Executive Council for review Internal Candidates: Validation meetings are held with SOSA, principal mentor and candidate to discuss candidate application package and Leadership Experience Summary External Candidates: Referees are contacted by Human Resources to complete a detailed reference check template which is added to the candidate's application package for review by members of Executive Council prior to recommendation for interview	Monday, March 4 Validation meetings for internal candidates and references for external candidates to be completed between Tuesday, March 5 and Friday, March 22
HR will contact recommended candidates to schedule interviews	Monday, March 25

Session #3 / Promotion Process Preparation: Recommended candidates will be provided with an opportunity to participate in a mock interview process	Wednesday, March 27 4:00 to 6:00 p.m.
INTERVIEWS - Interview teams will consist of two Superintendents, two Principals, one Human Resources Officer	Interviews will be scheduled during the week of April 1 to 5
Executive Council will review and finalize list of successful candidates / notification of candidates	Tuesday, April 9
System communication of successful candidates in pool	Friday, April 12
Placement notification to be provided by Superintendent of Student Achievement	To be determined

Elementary Principal and Vice Principal Promotion Process Preparation Sessions: Spring 2019

These sessions are designed for candidates who will be applying for Elementary Principal and Vice Principal positions in the Spring 2019 promotion process.

Program Pre-Requisites:

- Currently enrolled in Principal's Qualification Program Part One (placement pending successful completion of PQP Part One)
- Leadership experiences at your school
- Exemplary classroom leadership and instruction
- Intention of applying for Elementary Principal or Vice-Principal during this promotion process

Session One: Overview of the Promotion Process
Date: Tuesday, February 12, 2019 from 4:00 pm to 5:30 pm
Location: HWDSB Education Centre, 20 Education Court, Hamilton

Session Highlights:

- Overview of the promotion process and critical timelines
- What is leadership? Is this the right role for me? Am I ready?
- Review of the Self-Assessment Tool for Aspiring Leaders

Participants must register on PD Place # 198202. Participants are strongly recommended to attend this session with their Principal mentor.

Session Two: The Leadership Experience Summary
Date: Wednesday, February 20, 2019 from 4:00 pm to 6:00 pm
Location: HWDSB Education Centre, 20 Education Court, Hamilton

Session Highlights:

- Review and preparation of the Leadership Experience Summary

Participants must register on PD Place # 198203. Participants are encouraged to bring a laptop or tablet to this work session. Light refreshments will be provided.

If you have questions regarding the Elementary Principal and Vice Principal Promotion Process Spring 2019, please contact Melanie Kivell 905-527-5092, ext. 2606/email: mkivell@hwdsb.on.ca