

## Occasional School Administrator Pool

<b>Position:</b>	Occasional School Administrator, 2021 - 2022
<b>Daily Rate of Pay:</b>	Vice Principal \$450. per day - Principal \$500. per day
<b>Location:</b>	Burlington, Milton, Halton Hills ,Oakville,
<b>Work Schedule:</b>	As needed
<b>Effective Date:</b>	ASAP

### Position Summary:

Experienced Elementary & Secondary Vice Principals and Principals are invited to apply for a position on the Occasional School Administrator Pool.

Occasional School Administrators cover the absence of the regular administrator, at the regular administrator's home school, often on short notice.

The culture of the HDSB is welcoming and collaborative. School 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 Multi-Year Plan 2020-2024 and the Board's Improvement Plan for Student Achievement and Well-Being. The Halton District School Board is searching for school leaders who adopt a critical consciousness as educators who engage in teaching 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.

Our School Administrators contribute to the HDSB's Multi-Year Strategic Plan 2020-2024 by:

- creating equitable and inclusive learning and working environments;
- supporting the mental health and well-being of students and staff;
- promoting learning and achievement for everyone;
- demonstrating environmental leadership; and
- building an awareness of Indigenous perspectives.

Experienced educators who have demonstrated strong leadership, and who meet the qualification requirements, are invited to apply.

## **Qualifications:**

- experience working as a school Vice Principal and/or Principal;
- hold Part 1 and Part 2 principal qualifications as recognized by the Ontario College of Teachers;
- successful experience demonstrating proven leadership effectiveness in one or more school communities;
- demonstrate evidence of core capacities identified in the Ontario Leadership Framework;
- be a member in good standing with the Ontario College of Teachers;
- be a member of good standing with the Ontario Principals Council;
- successful experience demonstrating proven leadership effectiveness in one or more school communities;
- be in good standing with respect to conduct.

Applications, along with your resume and other supporting documents must be submitted through Apply to Education – Job Code: 3138238 - <https://hdsb.simplification.com/> by 4:00 p.m. on Friday December 3, 2021.

## **Application Process - Occasional School Administrator**

The completed application consists of:

1. Cover Letter and Resume highlighting leadership and impact
2. Copy of most recent certificate of qualification from the Ontario College of Teachers

## **Equity:**

The Halton District School Board recognizes that, consistent with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms, employment practices and procedures at all levels should reflect, demonstrate understanding of and respond to a diverse population. The Board is committed to providing a workplace environment that is fair and equitable to all.

In our efforts to ensure an inclusive, diverse and representative workforce, we will:

- value, promote and encourage the hiring of staff from under-represented communities;
- grant 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. Where a collective agreement or terms and conditions govern the hiring or promotional process, this will be done in a manner that is consistent with the School Board's obligations.

## **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 Marsha Sulewski, Supervisor of Staffing and Recruiting at [sulewskim@hdsb.ca](mailto:sulewskim@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.