

Hamilton-Wentworth District School Board Winter 2021 Promotion Process

We invite applications from qualified internal and external candidates

- ✓ **Elementary Principal Pool**
- ✓ **Elementary Vice Principal Pool**
- ✓ **Secondary Vice Principal Pool**

Hamilton-Wentworth District School Board is creating a pool of qualified innovative, equity centered and collaborative professional candidates for future Elementary Principal, Elementary Vice Principal, and Secondary Vice Principal Leadership positions. Successful candidates to these administrative leadership pools will be placed on a ready list for a two year period and may be assigned at any time.

Our Board is committed to learning, equity, engagement and innovation. Our priorities are positive culture and well-being, student learning and achievement, effective communication, school renewal, and partnerships. You are an exemplary educator who combines excellence in communication, a commitment to quality public education, equity and a dedication to outstanding leadership. You must be a member in good standing with the Ontario College of Teachers and be currently enrolled in the Principal's Qualification Program Part One (placement pending successful completion of PQP Part One). Please be aware that candidates who applied in the Fall 2020 Promotion Process are not eligible to apply in the Winter 2021 Promotion Process.

Qualified internal and external candidates are encouraged to attend virtual promotion process preparation sessions on Wednesday, January 13 from 4:00 to 6:00 p.m. and Wednesday, January 20 from 4:00 p.m. to 6:00 p.m. Registration details are contained within the critical timelines on the following page.

The candidate's application package shall include the following: a cover letter, a resume, a minimum of three professional references with email contact information and permission to contact references, a copy of current OCT qualifications, a copy of TPA completed within the past three years (if a TPA has not been completed within the past three years, a letter of support from the principal mentor will be accepted), and the Leadership Experience Summary with sections 1, 2, 3, and 4 completed (the template may be found in the Careers section of the HWDSB website).

Please submit an electronic copy of your application package in PDF format no later than 4:00 p.m. on Friday, February 5, 2021 to Jamie Nunn, Superintendent of Human Resource Services, email: mkivell@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. We are committed to creating a qualified workforce that is reflective of the diverse population we serve. We value employees with an equity-mindset and also international experience. HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected ground. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Posting opens on HWDSB website, my.hwdsb, social media, HWDSB Weekly Memo	Thursday, December 17
Session #1 / Promotion Process Preparation: An overview of the process and requirements for both internal and external candidates will be provided. Candidates are strongly recommended to attend this session with their Principal mentor.	Wednesday January 13 4:00 to 6:00 p.m. PD Place # 199655
Session #2 / Promotion Process Preparation: Internal and external 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 January 20 4:00 to 6:00 p.m. PD Place # 199656
Posting closes: All candidates must submit an electronic copy of their application package in PDF format addressed to Jamie Nunn, Superintendent of Human Resource Services 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 Sections 1, 2, 3, 4 completed	Friday February 5 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. Meetings should also include a classroom visit. 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	Week of February 8 Validation meetings for internal candidates and references for external candidates to be completed between Wednesday, February 10 and Wednesday March 3

HR will contact recommended candidates to schedule interviews	Friday, March 5
Session #3 / Promotion Process Preparation: Recommended candidates will be provided with an opportunity to participate in a mock interview process	Wednesday, March 10 4:00 to 6:00 p.m.
INTERVIEWS - Interview teams will consist of the Human Rights and Equity Officer, two Superintendents, two Principals, one Human Resources Staffing Officer	Week of March 22
Executive Council will review and finalize list of successful candidates / Notification of candidates	Week of March 29
System communication of successful candidates	April 1 to April 9
Placement notification by Executive Council	To be determined