

Open Career Posting

Secondary Principal and Secondary Vice Principal Elementary Principal and Elementary Vice Principal

We are proud to announce that we are creating a diverse leadership pool of qualified candidates for future Elementary and Secondary Principal and Vice-Principal positions. We invite innovative, collaborative, and change-focused applications from teachers & system leaders. We strive to hire staff with a demonstrated practice of Human Rights, anti-racist anti-oppressive (ARAO) approaches to leadership. Throughout this calendar year, we encourage applications from leaders who maintain the competency to confront and dismantle all forms of oppression to ensure students who are currently and historically underserved in our system excel. Successful candidates to these leadership pools will be placed on a ready list for a two-year period and may be assigned at any time.

The Hamilton-Wentworth District School Board (HWDSB) is committed to learning, equity, engagement, and innovation. HWDSB is guided by its mission to empower students to learn and grow to their full potential in a diverse world. HWDSB proudly serves a community of approximately 50,000 students in the City of Hamilton and the surrounding area. Students engage in learning across 84 elementary schools, 13 secondary schools and 1 Adult Learning Centre. Our learners are supported by approximately 8,100 staff members.

Committed to our [Strategic Direction](#), an applicant for this opportunity maintains the following competencies:

- **Combine** excellence in school operations, building relationships and developing people by supporting positive learning and workplace environments;
- **Prevent** discrimination and harassment through their knowledge of [Ontario's Human Rights Code](#), [Accessibility for Ontarians with Disabilities Act](#) and other relevant human rights legislation;
- **Commit** to Indigenous Education and Indigenous Educational Wellness by supporting the implementation of [Indigenous Education Circle Strategic Action Plan](#) (IECSAP) 2021-2025;
- **Demonstrate** expertise in implementing high-impact instructional strategies that support student learning, achievement and well-being in schools informed by and based on HWDSB [Board Annual Plan](#) and [Equity Action Plan](#);
- **Demonstrate** a commitment to ongoing professional development to develop their leadership competencies guided by an anti-racist anti-oppressive (ARAO), anti-colonial and human rights framework and approach;
- **Lead** school teams to build an understanding of ARAO, Culturally Relevant and Responsive Pedagogy (CRRP), Universal Design for Learning (UDL) and the ongoing impact of colonization on students;

- **Demonstrate** a commitment to [Human Rights and Equity](#) through identifying, discussing, and actively disrupting current barriers for students, staff, parents/guardians/caregivers, and community in their current practice;
- **Exhibit** a commitment to quality public education and a dedication to improving instructional program through precise, intentional, and strategic implementation and execution.

An applicant for this opportunity demonstrates base readiness through the following qualifications:

Vice Principal Qualifications:

- Enrollment in or completion of the Principal's Qualification Program Part One (placement pending successful completion of PQP Part One).
- Enrollment in or completion of Special Education Part 1
- Good standing with the Ontario College of Teachers

Principal Qualifications:

- Enrollment in or completion of the Principal's Qualification Program Part Two (placement pending successful completion of PQP Part Two).
- Enrollment in or completion of Special Education Part 1
- Good standing with the Ontario College of Teachers

Returning Applicants:

Candidates who applied in the Fall Promotion Process (or previous promotion processes) are welcome to resubmit their application package at any point this calendar year. Within their application package, candidates should articulate the professional development that demonstrates growth and/or addresses feedback received from previous application cycles

All interested internal and external candidates are encouraged to attend the initial prep session to learn more about HWDSB, our [Strategic Plan](#), our [Equity Action Plan](#) and our promotion process. We look forward to welcoming you. Further sessions will be planned throughout the year as the application process is open all year for all four positions. To register for the preparation sessions please find registration links below in the *Promotion Process Critical Timelines*.

Applications must be submitted to Apply to Education (ATE) and include:

1. Cover Letter
2. Resume
3. [Leadership Experience Summary for Aspiring Vice Principals & Principals 2023.pdf](#)
4. Minimum of three professional references
 - It is recommended that one reference is your current supervisor
5. 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
6. OCT Certification (OCT number) and additional qualifications below:
 - Proof of enrollment in or completion of the Principal's Qualification Program Part One (placement pending successful completion of PQP Part One).
 - Proof of enrollment in or completion of Special Education Part 1
 - In good standing with the Ontario College of Teachers

Application Deadline:

This is an open promotion process for all four leadership positions. Applicants are encouraged to apply throughout the 2023-2024 school year.

[APPLY NOW: CURRENT PRINCIPAL/VICE-PRINCIPAL POSTING](#)

Job Code: 3587977

2023 Promotion Process Critical Timelines

ACTIVITY	DATE
Candidate applications must be submitted to Apply to Education and contain the following information:	Ongoing
All three references listed on the candidate's application package will be sent a confidential reference check.	Ongoing
Human Resource Services will distribute application packages to Executive Council for review. A team from the Executive Council will review the application packages and the reference checks and then shortlist according to the posting requirements.	Ongoing
Human Resources will contact recommended candidates to schedule interviews.	Ongoing
INTERVIEWS: Interview teams will consist of two Superintendents, two Principals, Human Resources Officer, and Human Rights and Equity Advisor.	Ongoing
Executive Council will review and finalize list of successful candidates followed by notification to all candidates.	Ongoing
System communication of successful candidates	Ongoing
Placement notification by Executive Council	Ongoing

Employment Equity Statement

The Hamilton-Wentworth District School Board is committed to equity in employment. We are committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students, who are lifelong learners who demonstrate a commitment to equity and inclusion in the classroom.

HWDSB seeks candidates who share our commitment to equity and inclusion, and who will contribute to the vision of co-creating inclusive and equitable outcomes for all students. HWDSB especially invites and welcomes applications from underrepresented communities including:

- Indigenous Peoples (e.g. First Nations, Métis and Inuit peoples)
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; (e.g. Black and racialized communities, immigrant communities, etc.)
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (e.g. Two Spirit and LGBTQIA+)

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete an Applicant Self-Identification Questions that collects identity-based information. The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices. The voluntary question(s) is on the Apply to Education application page for this position.

We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). **Access to this form is restricted to specific individuals in Human Resources.** The Research and Analytics with general records retention principles.

If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form, please Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 1 year after the job posting for candidates not selected for an interview and 6 years after the job posting for candidates interviewed

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Land Acknowledgement

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

curiosity

creativity

possibility