


Windsor-Essex Catholic District School Board



Section: Human Resources

**ADMINISTRATIVE PROCEDURE:
Pr H:07 Selection Procedures
for Principals and
Vice-Principals**

NUMBER:	Pr H:07
EFFECTIVE:	Dec. 15, 1998
AMENDED:	April 22, 2003 Feb. 22, 2011
RELATED POLICIES:	See Policy H:07
REPEALS:	
REVIEW DATE:	2014 - 2015

1.0 OBJECTIVE:

- 1.1 To establish qualifications and an efficient selection and placement process for the positions of principal/vice principal that are consistent with the Education Act and Regulations, as well as the mission, vision and goals of the Windsor-Essex Catholic District School Board.
- 1.2 To provide a set of expectations for aspiring principals and vice-principals.

2.0 QUALIFICATIONS:

2.1 Qualifications for the Position of Principal:

- a. Principal's qualifications as identified in the Education Act and Regulations.
- b. Religious education qualifications: Religious Education Part II or equivalent shall be required. Part III (Specialist) shall be considered an asset.
- c. Completion of at least (5) years teaching experience.
- d. Experience as vice-principal or other leadership experience. (The position of vice-principal is considered as one of principal-in-training, and it shall be expected that the vice-principal be provided with the opportunity to experience many of the same responsibilities as a principal over the course of his/her development period. However, experience as a vice-principal is not mandatory where the applicant has other leadership experience).
- e. Demonstration of a system-wide perspective.
- f. Enrolment or completion of the Board's Leadership Course would be considered an asset.

2.2 Qualifications for the Position of Vice-Principal:

- a. Principal's qualifications as identified in the Education Act and Regulations.
- b. Religious education qualifications: Religious Education Part II or equivalent shall be required. Part III (Specialist) shall be considered an asset.
- c. Completion of at least two (2) years of leadership experience or equivalent and/or enrolment in the Board's Leadership Program would be considered an asset.
- d. Completion of at least five (5) years teaching experience.
- e. Demonstration of a system-wide perspective.

3.0 PRINCIPAL PROFILE:

- 3.1 As vacancies for principal/vice-principal can occur at any time during the year, it is important that school councils develop and annually review a Principal Profile for their school that administration can utilize in selecting and placing principals that can best meet the needs of the school community. School councils will annually be invited by administration to review and provide their Principal Profiles.

4.0 PHASE 1 OF SELECTION PROCESS - PROCEDURES RE: ELIGIBILITY ROSTERS

- 4.1 In Phase I of the selection process, leadership candidates eligible for appointment to the positions of principal or vice-principal in the elementary and secondary panels are identified in the following two rosters:
- i. Elementary Principal and Vice-Principal Eligibility Roster
 - ii. Secondary Principal and Vice-Principal Eligibility Roster
- 4.2 When the Director deems it advisable to replenish the rosters, a notice shall be sent out inviting applications to the applicable roster.
- 4.3 All candidates shall be expected to provide the following documents:
- a. Completed Candidate Application Form (Appendix A)
 - b. Current (within two (2) years) letter of reference from the Parish Priest or, if not practical, a letter from a member of the Catholic clergy who can attest to the character and catholicity of the applicant.
 - c. A one-page statement of philosophy of Catholic Education, which highlights past experiences and examples of personal commitment to Catholicism.
 - d. A current curriculum vitae/resume with names, addresses and telephone numbers of two (2) current professional and two (2) personal references.
 - e. Completion of the Recommendation Form by a principal who has been his/her supervisor during the two (2) year period preceding the candidate's application (Appendix B).
 - f. Where the candidate does not report to a principal, a completed Recommendation Form from a supervisory officer who has been his/her supervisor during the two (2) year period preceding the candidate's application (Appendix C).
 - g. An up-to-date copy of the candidate's Certificate of Qualification from the Ontario College of Teachers.
- 4.4 The Superintendent of Human Resources shall review all applications and identify candidates fulfilling the required qualifications and application requirements to be interviewed.
- 4.5 One interview team shall be established for the Elementary Principal and Vice-Principal Eligibility Roster.

- 4.6 One interview team shall be established for the Secondary Principal and Vice-Principal Eligibility Roster.
- 4.7 Each interview team shall consist of at least two (2) supervisory officers.
- 4.8 Senior administration shall review the results of the interview process and record of performance information.
- 4.9 The Director of Education shall consider the recommendations of Senior administration in appointing successful candidates to the respective roster.
- 4.10 A written report on roster appointments shall be provided as information to the Board of Trustees at an in-camera meeting. Following the presentation of the in-camera report to the Board of Trustees, the candidates shall be advised by telephone.
- 4.11 Each candidate interviewed shall receive written confirmation notifying him or her with respect to the outcome of his or her application.
- 4.12 All candidates shall be given the opportunity for a debriefing session with a supervisory officer from the interview committee.
- 4.13 Successful candidates shall be appointed to the appropriate roster for a term of five (5) years. Candidates who were not appointed to a principal or vice-principal position within the five-year term may reapply in accordance with this policy.
- 4.14 If a candidate is appointed as a vice-principal, he or she may be kept on the roster at his or her request for consideration for a principal position until the end of his or her 5 year term, and may then reapply in accordance with this policy.
- 4.15 All eligible candidates listed on a principal or vice-principal roster on the date of approval of this policy shall be placed on either the elementary or secondary roster, as applicable, for the balance of his or her current term.

5.0 PHASE II OF SELECTION PROCESS – PROCEDURE RE: PLACEMENT OF PRINCIPAL/VICE-PRINCIPAL:

- 5.1 The Director will meet with senior administration and discuss the system needs in regards to principal and vice-principal assignments.
- 5.2 When the Director has determined the need for placement of a principal/vice principal in a school from a roster list, the Director shall, prior to the appointment of a principal/vice-principal from the roster list:
 - a. Review the Principal's Profile prepared by the school council of the affected school.
 - b. Receive input from the Trustee who represents the affected school.

- c. In the case of vice-principal assignments, meet with the Principal of the affected school to discuss the needs of the school community.

- 5.3 Selection and appointment of an individual from the applicable roster list shall be made by the Director, in consultation with senior administration, after consideration of the individual needs of the affected school.

- 5.4 Normally, the Director or designate will prepare a report on principal/vice-principal assignments as information to the trustees at an in-camera meeting for discussion prior to public announcement. However, when time is a factor and the decision needs to move forward prior to the Board meeting, the Director or designate shall notify Board members of the affected school(s) individually, in person or by phone, of the appointment so they will be aware of the developments.

- 5.5 The Director of Education, in special/emergent circumstances, reserves the right to appoint in a temporary acting capacity qualified individuals who are not included on a roster list. The Director or designate shall notify Board members of the affected school(s) individually, in person or by phone, of the appointment so they will be aware of the developments.

Appendices:

- Appendix A: Candidate Application Form - Principals and Vice-Principals
- Appendix B: Recommendation Form (From Applicant's Immediate Supervisor)
- Appendix C: Recommendation Form (From Applicant's Supervisory Officer)



CANDIDATE APPLICATION FORM - PRINCIPALS AND VICE-PRINCIPALS

Position Applied For:	Principal/Vice-Principal Eligibility Roster	Elementary: <input type="checkbox"/>	Secondary: <input type="checkbox"/>
Name:		Telephone: (Home)	Telephone: (School)
Current School:		Current Position:	
Current Principal:		Current Supervisory Officer:	

DEGREES: (Please include a copy of your most recent Certificate of Qualification from the Ontario College of Teachers)

Degree:	Year:

BASIC QUALIFICATIONS: (Select all those that apply, and subject if applicable)

<input type="checkbox"/> Primary	<input type="checkbox"/> Intermediate (Subject):
<input type="checkbox"/> Junior	<input type="checkbox"/> Senior (Subject):

ADDITIONAL QUALIFICATIONS: (includes Principal's Course)

EXPERIENCE: (from earliest to present day)

Elementary/Secondary	From (Month/Year)	To (Month/Year)	School

(Please return to Superintendent of Human Resources)



RECOMMENDATION FORM (* from Applicant's Immediate Supervisor)

Form with fields: Applicant's Name, Application for (Principal/Vice-Principal Eligibility Roster, Elementary, Secondary), Current School/Location, Current Position.

Enter comments on the applicant's demonstrated leadership in the space provided below:

Large form area with sections: Catholic Leadership, Educational Leadership, Communication, Administration, School Climate, Human Relations, Special Strengths observed over the past two years, and a final question: Would you recommend appointment of this applicant to the position?

Signature of Principal/Immediate Supervisor

Date

* NOTE: Recommendation may come from previous supervisor if either supervisor or applicant has recently transferred.



RECOMMENDATION FORM
(from Applicant's Supervisory Officer)

Applicant's Name:			
Application for:	Principal/Vice-Principal Eligibility Roster	Elementary: <input type="checkbox"/>	Secondary: <input type="checkbox"/>
Current School/ Location:		Current Position:	

Enter comments on the applicant's demonstrated leadership in the space provided below:

Recommendation of Supervisory Officer: <p style="text-align: center;">Proceed with Application: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Signature of Supervisory Officer

Date