HWDSB

Human Resources
Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, ON L8N 3L1

JOB OPPORTUNITY NOTICE

Elementary and Secondary Vice Principals
Elementary 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 have successfully completed the Principal's Qualification Program (PQP Part I for Vice Principal candidates / PQP Part II for Principal candidates).

Internal and external candidates who are applying to an administrative position with HWDSB are strongly encouraged to attend promotion process preparation sessions on Monday, September 25 and Tuesday, October 10 from 4:00 p.m. to 7:00 p.m. at the Education Centre, 20 Education Court, Hamilton (see registration details on page four).

To be eligible to submit an application package, all candidates are required to declare their intention to apply via email to mkivell@hwdsb.on.ca by 4:00 p.m. on Friday, October 6, 2017.

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 (within the past three years) or letter of support from principal mentor, Leadership Experience Summary with Part A, B, C completed.

All candidates must submit an electronic copy of their application package in PDF format no later than Monday, October 23, 2017 by 4:00 p.m. to:

Jamie Nunn, Superintendent of Human Resources
HWDSB Education Centre
20 Education Court, Hamilton, Ontario L9A 0B9
email: mkivell@hwdsb.on.ca

We strive for equity, inclusiveness, and diversity in all our programs, practices, facilities, and people. Accommodation for applicants is available in the recruitment process.

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Hamilton-Wentworth District School Board
Principal and Vice Principal Promotion Process – Fall 2017

HWDSB system notification of timelines / posting opens on Board website	Monday, September 11
Session #1 / Promotion Process Preparation: Candidates are strongly recommended to attend this session with their Principal mentor	Monday, September 25 4:00 to 7:00 p.m. PD Place # 197155
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	Friday, October 6 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	Tuesday, October 10 4:00 to 7:00 p.m. PD Place # 197157
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	Monday, October 23 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	Tuesday, October 24 Validation meetings for internal candidates and references for external candidates to be completed between Wednesday October 25 and Monday November 6
HR will contact recommended candidates to schedule interviews	Tuesday November 7

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Session #3 / Promotion Process Preparation: Recommended candidates will be provided with an opportunity to participate in a mock interview process	Wednesday November 8 4:00 to 7:00 p.m.
INTERVIEWS - Interview teams will consist of two Superintendents, two Principals, one Human Resources Officer	November 13 to 17
Executive Council will review and finalize list of successful candidates / notification of candidates	November 20 to 24
System communication	November 27 to December 1
Placement notification to be provided by Superintendent of Student Achievement	TBA

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Principal and Vice Principal
Promotion Process Preparation Sessions – Fall 2017

This two-part series is designed for candidates who will be applying for Principal and Vice Principal positions in the Fall 2017 promotion process.

Program Pre-Requisites:

- Successful completion of PQP Part I for Vice Principal candidates / PQP Part II for Principal candidates
- Leadership experiences at your school
- Exemplary classroom leadership and instruction
- Intention of applying for Principal or Vice-Principal during this promotion process

Session One: **Overview of the Promotion Process**
Date: **Monday, September 25, 2017 from 4:00 pm to 7:00 pm**
Location: **HWDSB Education Centre, 20 Education Court, Hamilton – Room 180 B/C**

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 # **197155**. Participants are strongly recommended to attend this session with their Principal mentor; the Principal mentor is only required for the first 45 minutes. A light dinner will be provided.

Session Two: **The Leadership Experience Summary**
Date: **Tuesday, October 10, 2017 from 4:00 pm to 7:00 pm**
Location: **HWDSB Education Centre, 20 Education Court, Hamilton – Room 180 A**

Session Highlights:

- Review and preparation of the Leadership Experience Summary

Participants must register on PD Place # **197157**. Participants are encouraged to bring a laptop or tablet to this work session. A light dinner will be provided.

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