

Hamilton-Wentworth District School Board Vice Principal and Principal Promotion Process – Winter 2018-2019

HWDSB system notification of timelines / posting opens on Board website	Friday, October 5
Session #1 / Promotion Process Preparation: Candidates are strongly recommended to attend this session with their Principal mentor	Tuesday October 30 4:00 to 5:30 p.m. PD Place # 198034
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	Monday November 5 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	Wednesday November 7 4:00 to 6:00 p.m. PD Place # 198033
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	Friday November 16 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 November 20 Validation meetings for internal candidates and references for external candidates to be completed between Wednesday, November 21 and Friday, November 30
HR will contact recommended candidates to schedule interviews	Monday, December 3

Session #3 / Promotion Process Preparation: Recommended candidates will be provided with an opportunity to participate in a mock interview process	Wednesday December 5 4:00 to 6:00 p.m.
INTERVIEWS - Interview teams will consist of two Superintendents, two Principals, one Human Resources Officer	Monday December 10 - Friday December 14
Executive Council will review and finalize list of successful candidates / notification of candidates	Tuesday December 18
System communication of successful candidates in pool	Friday, December 21
Placement notification to be provided by Superintendent of Student Achievement	Reviewed Tuesday January 8 Communicated Friday January 11 Placed Thursday January 31