

## JOB OPPORTUNITY NOTICE

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

Hamilton-Wentworth District School Board is creating a pool of qualified candidates for future Elementary Principal, Elementary Vice Principal, and Secondary Vice Principal 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 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 Winter 2020 Promotion Process are not eligible to apply in the Fall 2020 Promotion Process.

Qualified internal and external candidates are encouraged to attend promotion process preparation sessions on Wednesday, June 24 from 4:00 to 5:00 p.m. and Wednesday, September 16 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, September 25, 2020 to Jamie Nunn, Superintendent of Human Resource Services, email: [mkivell@hwdsb.on.ca](mailto:mkivell@hwdsb.on.ca)**

*Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.*

## Fall 2020 Promotion Process Critical Timelines

<p>Posting opens on HWDSB website, my.hwdsb and social media HWDSB Weekly Memo publication</p>	<p>Friday, June 19</p>
<p>Session #1 / Promotion Process Preparation: An on-line overview of the process and requirements for both internal and external candidates will be provided. Candidates and Principal Mentors are encouraged to participate.</p> <p><i>If you wish to attend the virtual information session being held on June 24, please email Melanie Kivell <a href="mailto:mkivell@hwdsb.on.ca">mkivell@hwdsb.on.ca</a>. On the afternoon of June 24, you will be emailed an invitation from Melanie to attend a Microsoft Teams meeting at 4:00 p.m. Press the RSVP button in your invitation email and you will be able to join the Microsoft Teams meeting at 4:00 p.m. External participants who have not used the Microsoft Teams meeting function may download the desk top application by clicking on this link <a href="https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app</a> then choosing "Download for Desktop". It is recommended that you download the desk top application prior to June 24. When external participants initially join, they will be placed in a virtual "lobby" and then admitted to the virtual information session.</i></p>	<p>Wednesday, June 24 4:00 to 5:00 p.m.</p>
<p>Session #2 / Promotion Process Preparation: An on-line overview of the process and requirements for both internal and external candidates will be provided. Internal and external candidates who have received confirmation of readiness for promotion from their principal mentor will participate in this on-line session. The primary focus will be the Leadership Experience Summary.</p> <p><i>If you wish to attend the virtual information session being held on September 16, please email Melanie Kivell <a href="mailto:mkivell@hwdsb.on.ca">mkivell@hwdsb.on.ca</a>. On the afternoon of September 16, you will be emailed an invitation from Melanie to attend a</i></p>	<p>Wednesday, September 16 4:00 to 6:00 p.m.</p>

<p><i>Microsoft Teams meeting at 4:00 p.m. Press the RSVP button in your invitation email and you will be able to join the Microsoft Teams meeting at 4:00 p.m. External participants who have not used the Microsoft Teams meeting function may download the desk top application by clicking on this link <a href="https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app">https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app</a> then choosing "Download for Desktop". It is recommended that you download the desk top application prior to September 16. When external participants initially join, they will be placed in a virtual "lobby" and then admitted to the virtual information session.</i></p>	
<p>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 <a href="mailto:mkivell@hwdsb.on.ca">mkivell@hwdsb.on.ca</a>. The candidate's application package must include a cover letter, resume, a minimum of three professional references with email contact information and permission to contact references, copy of current OCT qualifications, copy of TPA (completed within the past three years) or letter of support from principal mentor, and the Leadership Experience Summary with Sections 1, 2, 3, 4 completed.</p>	<p>Friday, September 25 by 4:00 p.m.</p>
<p>HR will distribute application packages to Executive Council for review.</p> <p>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 physical or virtual classroom visit, contingent upon Public Health standards.</p> <p>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.</p>	<p>Tuesday, September 29</p> <p>Validation meetings for internal candidates and references for external candidates to be completed between Wednesday, September 30 and Friday, October 16</p>
<p>HR will contact recommended candidates to schedule interviews.</p>	<p>Monday, October 19</p>

Session #3 / Promotion Process Preparation: Recommended candidates will be provided with an opportunity to participate in a mock interview process, either on-line or in person.	Wednesday, October 21 4:00 to 6:00 p.m.
INTERVIEWS: Interview teams will consist of two Superintendents, two Principals, one Human Resources Staffing Officer	Monday, October 26 to Friday, October 30
Executive Council will review and finalize list of successful candidates / Notification of candidates	Tuesday, November 3 to Thursday, November 5
System communication of successful candidates	Friday, November 6
Placement notification by Executive Council	To be determined