

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

APPLICATION PACKAGE FOR THE POSITIONS OF

ELEMENTARY VICE-PRINCIPAL

ELEMENTARY PRINCIPAL

SECONDARY VICE-PRINCIPAL

SECONDARY PRINCIPAL

APPLICATION PACKAGE REQUIREMENTS

Applications due Tuesday, October 10, 2023 by 4:00 p.m.

Be certain to indicate the position applied for and provide a separate application package for each position.

APPLICANTS MUST HOLD FULL QUALIFICATIONS BY SEPTEMBER 2024.

THE PACKAGE CONTAINS

The Policy, the Regulation, the Administrative Procedure, the posting, a blank copy of the application form, the Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion and Intent to Apply cover sheet. Electronic copies are available under the "Careers" link on the Board webpage (publicboard.ca) for the application form, Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion form and Intent to Apply cover sheet.

SUPPLEMENTARY INFORMATION FOR INTERVIEW AND IN-BASKET PROCESS

Candidates will write an in-basket exercise during a half-hour period before the interview. No reference material will be permitted during the in-basket activity. A computer and printer will be provided for the in-basket exercise only. The in-basket activity will be collected at the end of the thirty minutes. There is a fifteen-minute break between the end of the in-basket until the beginning of the interview.

All candidates will have five minutes at the beginning of the forty-five-minute interview to present their "in-basket". The notes submitted at the end of the in-basket will be returned to the candidate for use in their five-minute presentation at the start of the interview. Following the presentation, the interview questions will be read to each candidate and will be available on a sheet of paper on the table. The committee may ask clarifying questions based on the candidates' responses. At the end of the interview, candidates will have three minutes to summarize or bring any matter relevant to their candidacy to the attention of the Interview Committee. Interviews are verbal presentations hence technology, props, reference material, and/or handouts are excluded. Candidates may have notes for their closing but are discouraged from preparing a scripted closing presentation.

SCHEDULE OF DATES

Posting Issued – Monday, September 18, 2023

Promotion Process Overview – Thursday, September 21, 2023, TEAMS @ 4:00 p.m. (please RSVP to Lisa Scherer)

Inform Supervising Principal/Supervisor intent to apply – by Tuesday, September 26, 2023

Applications Due – by Tuesday, October 10, 2023

Screening – Tuesday, October 24 to Friday, November 3, 2023

Notice of Screening Results – by Tuesday, November 7, 2023

Interviews – Tuesday, November 21, 2023 to Wednesday, December 6, 2023

Promotion Decisions – at Director's Council on Monday, December 11, 2023

Announcement of Placement in the Pool – Wednesday, December 13, 2023

Applications should be addressed to:

Superintendent of Human Resources

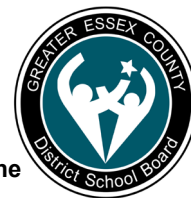
Please submit application by email only to:

pvpapplications@publicboard.ca

Please submit application package as one pdf file

Do not copy or e-mail any other person or mailbox.

Applications must be received as one pdf file on or before Tuesday, October 10, 2023 at 4:00 p.m. to the above email address.



Greater Essex County District School Board

Policy: Selection of Principal and Vice-Principal

Reference No: P-HR-01

The Greater Essex County District School Board believes in selecting the best possible candidates for principals and vice-principals.

To provide high quality educational leadership the Board recognizes the “Ontario Leadership Framework” as a summary of the leadership practices required for these positions.

The Board assigns the responsibility for the selection and appointment of principals and vice-principals to the Director of Education.

Greater Essex County District School Board

Regulation: Selection of Principal and Vice-Principal

Reference No: R-HR-01

1. The Director of Education will notify the Board of the names of candidates placed in the pools and appointed to the positions of principals and vice-principals prior to publication.
2. It is the responsibility of any participant in the selection process whose relationship to any candidate places the participant in a conflict or perceived conflict of interest (i.e. spouse/partner, child/parent) to declare this and ask to be removed from the process immediately.
3. The policy, regulations, and administrative procedures regarding the selection of principals and vice-principals are public information.
4. A person's candidacy and the information and records with respect to such candidacy are confidential.
5. The names of selected candidates are public information.
6. The submission of an application by a candidate shall be consent to both release such information as required for the purposes of the process and to contact relevant persons.
7. The Ontario Leadership Framework – School-Level Leadership is essential to the selection, appointment, transfer and evaluation of Principal and Vice-Principals.
8. School Councils will be invited to submit prioritized profiles for the principal of their school based on the Board's Profile of a Principal. School Councils may resubmit this at any time.
9. Leadership development programs shall be directed to assisting candidates toward meeting the Ontario Leadership Framework.

Greater Essex County District School Board

Administrative Procedure: Selection of Principal and Vice Principal

Reference No: AP-HR-01

1. The promotion process shall be initiated by the Director of Education as required.
2. The Greater Essex County District School Board actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:
 - First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
 - members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
 - 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.

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

3. The promotion process shall be consistent with AODA guidelines. We will make the necessary accommodations for applicants to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.
4. The process for application, screening for short-listing, interviewing and selection shall be as outlined below.
5. A candidate may withdraw from the process at any time upon indicating so in writing to the Director of Education.
6. Selection shall mean placement in an unranked pool of successful candidates awaiting appointment anywhere in the system as follows:
 - a. Candidates selected for placement in a pool shall be notified confidentially immediately following selection, and by letter following publication of the names of successful candidates.
 - b. Candidates who are unqualified must proceed continuously toward qualification by the required date in the posting as a condition of remaining in the pool or in an appointment.
 - c. Candidates who decline an appointment may be withdrawn from the pool.

- d. A candidate who has been placed in a pool may withdraw from the respective pool at anytime upon indicating so in writing to the Director of Education.
 - e. Candidates who are unqualified and are appointed shall be referred to as being "Interim" and such appointments shall be subject to the Board being able to obtain a Temporary Letter of Approval.
7. Temporary appointments to the position of Interim Vice-Principal and Interim Principal may be made by the Director of Education at any time.
 8. The Supervising Principal shall be the candidate's current Principal/Supervisor. If the site Principal/Supervisor has not supervised the candidate for at least a one year period, both the current and previous (where possible) Principal/Supervisor will be present to discuss the candidate's readiness. Principals who will provide input should be listed on the Intent to Apply cover sheet.
 9. For Principal and Vice-Principal Candidates, up to two (2) Supervising Principal(s) will meet with the Screening Committee to discuss the candidate's readiness for the role of Principal/Vice-Principal including the candidate's areas of strength and growth.

Application Process

1. A posting will be issued by the Director of Education as appropriate.
2. An application package is available to any interested person and shall include:
 - the Policy, Regulations and Administrative Procedures: Selection of Principals and Vice- Principals,
 - blank copies of required forms,
 - a schedule of the steps in the process. (The dates may be amended later, on notice.)
3. Candidates for the position of Principal or Vice-Principal shall submit by the date specified, an application package as one pdf file consisting of the following:

Vice-Principal

- Principal Qualifications Program Part 1 and Part 2 (by the date listed on the posting)
- Special Education Part 1 (by the date listed on the posting) – elementary candidates
- a completed application form,
- a cover letter,
- a detailed resume,
- a copy of the most recent Teacher Performance Appraisal
- a completed Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion based on the Ontario Leadership Framework and Intent to Apply cover sheet.

Principal

- Principal Qualifications Program Part 1 and Part 2 (by the date listed on the posting)
 - Minimum of Special Education Part 1 or Special Education for Administrators AQ course (by the date listed on the posting) – elementary candidates
 - a completed application form,
 - a cover letter,
 - a detailed resume,
 - a copy of the most recent Principal Performance Appraisal
 - a completed Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion based on the Ontario Leadership Framework and, Intent to Apply cover sheet.
4. Applications across panels:
- Individuals wishing to apply to a Principal/Vice-Principal position in the alternate panel (e.g. secondary to elementary) should follow this application process as outlined in 3 above.
 - Vice-Principals wishing to apply to a Principal position in the alternate panel (e.g. elementary to secondary) should follow this application process as outlined in 3 above.
5. Incomplete or late packages will be withdrawn by the Superintendent of Human Resources and not presented to the Screening Committee.

Screening Process

The screening process recommends candidates to go forward in the Selection Process.

1. The Screening Committee for Principal and Vice-Principal Candidates shall be appointed by the Director of Education and shall include:
- The Director of Education (when possible);
 - two superintendents, one of whom shall be the Screening Committee Team Leader,
 - two principals from the same panel and,
 - one Human Resources Senior Administrator.

* Upon confirmation of the Screening Committee members, the names of the individuals will be published.

2. An information session will be held for the members of the Screening Committee prior to their work so that members will be aware of the provisions of the Ontario Human Rights Code, diversity considerations, the need for confidentiality and the voting and selection procedures. This session will be lead by the Screening Committee Team Lead.
3. The Screening Committee shall discuss each candidate and their match to the Board's Strategic Priorities, Lived Experiences of Equity, Diversity and Inclusion and the Ontario Leadership Framework for Principals and Vice-Principals.

4. For Principal and Vice-Principal Candidates, up to two (2) the Supervising Principal(s) will meet with the Screening Committee to discuss the candidate's readiness for the role of Principal/Vice-Principal including the candidate's areas of strength and growth.
5. From the discussions of the Screening Committee, the Screening Committee Team Lead will take a list of the candidates recommended to go forward in the selection process to the Director of Education.
6. The candidates shall be notified immediately and subsequently by letter of the decision from the Screening Committee process.
7. Debriefing by the Screening Committee Team Lead or a designate will be available to any candidate in the process following a written request to the Selection Committee Team Lead received no later than 30 days following the date of the letter informing the candidate.

Interview Process

The interview process evaluates the candidate's match in the "in-basket" exercise and interview to the Board's Strategic Priorities, Lived Experiences of Equity, Diversity and Inclusion and the Ontario Leadership Framework.

1. Candidates for interview will write an "in-basket" exercise immediately before the candidate's interview. The Internet is not to be accessed during the "in-basket". The "in-basket" will be presented at the beginning of the interview.
2. The Interview Committee will be appointed by the Director of Education. The Director may choose to appoint the same members of the Screening Committee as the Interview Committee. The Interview Committee shall include a minimum of:
 - two superintendents, one of whom shall be the Interview Committee Team Lead, and
 - two principals from the same panel.

*Upon confirmation of the Interview Committee members, the names will be published.

3. An information session will be held for the members of the Interview Committee prior to their work so that members will be aware of the provisions of the Ontario Human Rights Code, diversity considerations, the need for confidentiality and the voting and selection procedures. This session will be lead by the Interview Committee Team Lead.
4. The Interview Committee is permitted to ask clarifying question(s) to candidates to gain clarity about information raised by the candidate in their response to the interview questions.
5. The Interview Committee shall evaluate the candidate's interview and "in-basket" exercise and their match to the Ontario Leadership Framework for Principals and Vice-Principals and report the results through the Interview Committee Team Lead, or designate, to Director's Council.

Selection Process

The selection process is to evaluate all the evidence available and decide on the readiness of the candidate to assume the role of principal or vice-principal.

1. The Director's Council shall meet and consider the following information as evidence of each candidate's readiness to fulfill the Profile of the Principal and be placed in the pool:
 - the application package,
 - the results of the screening process,
 - the results from the interview process and the "in-basket" exercise and,
 - other knowledge of the candidate.
2. Director's Council shall have final determination on the readiness of each candidate.
3. The candidates shall be notified immediately and subsequently by letter of the results of the Selection Process.
4. Debriefing by an assigned member of the Selection Committee or designate will be available to any candidate in this part of the process following written request to the Selection Committee Lead received no later than 30 days following the date of the letter informing the candidate.



GREATER ESSEX COUNTY

DISTRICT SCHOOL BOARD

publicboard.ca

The Greater Essex County District School Board invites applications both internally and externally for addition to our pool of qualified candidates for:

**Elementary Vice-Principal
Elementary Principal
Secondary Vice-Principal
Secondary Principal**

Applicants must hold full qualifications by September 2024.

Enjoy the best of many worlds in the dynamic, friendly and culturally diverse region of Windsor and Essex County. Business, industry, the arts and agriculture all thrive in the mild climate of Canada's South, along with an unrivalled social conscience. Windsor and its surrounding area also offers major entertainment, professional sports and fine dining. Windsor is an international border city with deep historical roots. The Greater Essex County District School Board currently has 53 elementary schools, 14 secondary schools, in addition to adult education and agency schools.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- 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.

We recognize that many of these identities intersect and therefore, equity, diversity and inclusion can be complex. We value and respect the contributions that each person brings to enriching the Board and are committed to ensuring full and equal participation for all in communities that we serve.

We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring process.

The candidates will be provided with an overview of the various elements of the selections process. We will provide employment accommodation (i.e. an accessible location, rescheduling of interviews that fall on holy days) if we are advised of an applicant's needs in advance of any part of the selection process.

Please contact the Human Resources Department if you require assistance with any accommodations.

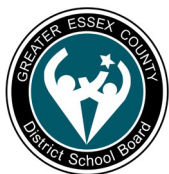
Application packages are available for download under the "Careers" tab at publicboard.ca.

Applications, as described in the application package, must be received electronically as one pdf file on or before 4:00 p.m. on Tuesday, October 10, 2023.

Gale Hatfield
Chairperson

Building Tomorrow Together

Vicki Houston
Director of Education



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

APPLICATION FORM 2023-2024

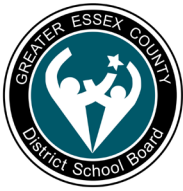
Position Applying For:			
Last Name:			
Usual First Name:			
Ontario College of Teachers Registry Number:			
Current School Board:			
Supervising Principal:			
Area Superintendent:			
Principal Qualifications: (please circle)	Principal Course Part I	Yes	No
	Principal Course Part II	Yes	No
Teacher Qualifications: (list one per line)	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
Qualification Plan: (if not fully qualified as a Vice-Principal or Principal at time of application)			
Course Name			
Location			
Date of the Course			
Educational Institute			
Experience:			
a) F.T.E. Teaching Experience to 2023 06 30 (not including admin time)			
b) Experience as a Vice-Principal to 2023 06 30			
c) Experience as a Principal to 2023 06 30			
Number of schools at which you were assigned: (Itinerant teachers please count only your home school)			
Divisions taught in: (please indicate)	Early Years / Primary/ Junior/ Intermediate/ Senior		

My signature confirms that all enclosed information is accurate.

SIGNATURE

DATE

Building Tomorrow Together



**Statement of Leadership including Lived Experiences of Equity,
Diversity, and Inclusion
(based on the Ontario Leadership Framework)**

PURPOSE

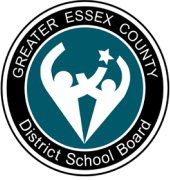
The document outlines the Statement of Leadership including Lived Experiences of Equity, Diversity, and Inclusion to be included with the application package for Principal/Vice-Principal.

SCOPE

The Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion is required as a component of the application process for all candidates for the position of Principal/Vice-Principal in the Greater Essex County District School Board.

PROCESS

1. The Supervising Principal shall be the candidate's current Principal/Supervisor. If the site Principal/Supervisor has not supervised the candidate for at least a one year period, both the current and previous (where possible) Principal/Supervisor will be present for the screening process. Principal(s) who provide input should be listed on the Intent to Apply cover sheet.
2. Interested applicants must inform their Supervising Principal of their intent to apply by the timelines listed in the application package to ensure availability to meet with the screening committee.



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

INTENT TO APPLY COVER SHEET **CONFIDENTIAL** FOR COMPLETION BY THE APPLICANT

Name:			
Current School/Assignment:			
I am applying for the position of:			
I believe that I am: (please check)	Ready Now	Ready Soon	Not Ready

If the site Principal/Supervisor has not supervised the candidate for at least a one year period, please list the most recent, previous Principal/Supervisor.

Current Principal / Supervisor Name (Please print):

How many years has your current Principal / Supervisor supervised you? (if first year, indicate 0)

I (current Principal/current Supervisor) have been provided a completed copy of the statement of leadership, including lived experiences of equity, diversity and inclusion.

Principal / Supervisor Signature: _____

Previous Principal / Supervisor (if you indicated 0 years above):

Name(s) (Please print): _____

How many years did your previous Principal(s) / Supervisor supervise you? _____

Candidate's Name (Please print):

Candidate's Signature:

Date: _____



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

STATEMENT OF LEADERSHIP INCLUDING LIVED EXPERIENCES OF EQUITY, DIVERSITY AND INCLUSION

(BASED ON THE ONTARIO LEADERSHIP FRAMEWORK)

Using the template below, **in three to four pages**, please provide specific examples and comments in each of the five practices and competencies of the Ontario Leadership Framework. Paragraph and/or point form are welcome. These should include reflection on the candidate's ability to foster inclusive learning and working environments, and understanding of human rights obligations.

Setting Directions

Building Relationships and Developing People

Developing the Organization

Leading Instructional Program

Securing Accountability

Personal Leadership Resources

Ontario Leadership Framework

www.ontario.ca/eduleadership