



DISTRICT SCHOOL BOARD OF NIAGARA ELEMENTARY PRINCIPAL

December 1, 2020

VALID: Tuesday, December 1, 2020 – Wednesday, January 6, 2021

The District School Board of Niagara invites qualified and capable persons to apply for the above position. This posting is open to internal and external candidates. Application packages will be received by Lora Courtois, Superintendent of Human Resources, **up to 4:00 p.m., Wednesday, January 6, 2021.**

The application package should consist of:

- (a) A cover letter indicating the position that the candidate is applying for.
- (b) A current résumé (2-3 pages).
- (c) A copy of your most recent Ontario College of Teachers Certificate of Qualifications.
- (d) A copy of your most recent performance appraisal.
- (e) References:
Internal Candidates: List your three (3) most recent supervisors (including your current Supervisor).
External Candidates: List your three (3) most recent supervisors (including your current Supervisor and Superintendent).
Include contact numbers and email addresses for each.
- (f) Principal & Vice-Principal Candidate Reflective Questions (please see www.dsbni.org click on Careers, Administrator Opportunities for the appropriate fillable PDF version of the P/VP Candidate Reflective Questions).
- (g) Completed DSBNI Confidential Self-Identification Survey (please see www.dsbni.org click on Careers, Administrator Opportunities for the appropriate fillable PDF version of the Self Identification Survey).

Please submit 4 copies of the application package.

PROFESSIONAL QUALIFICATIONS:

A Certificate of Qualification indicating Part I and Part II - Principals' Qualifications.
Special Education, Part 1 is an asset.

EXPERIENCE QUALIFICATIONS:

- (a) The applicant will have completed, by September 2020, at least two (2) years of successful experience as a Vice-Principal or Administrator - School Support Services or equivalent of a System Level Administrator.
- (b) The applicant will have demonstrated leadership experiences (outlined in résumé).
- (c) The applicant will have teaching experience in at least two (2) divisions (Primary, Junior or Intermediate).
- (d) In particular, applicants must demonstrate:
 - Superior interpersonal and communication skills
 - Effective organization and management skills
 - Outstanding instructional leadership skills (Literacy, Numeracy, Assessment and Evaluation, Learning for All).

For those applicants proceeding to an interview, the selection process consists of three (3) components:

- Immediate Supervisor, and former Supervisor if applicable, input
- Senior Administration input
- Interview

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **Selected applicants will be advised of the date and time of their interview.**

In order to ensure equitable representation in the hiring process, your responses to the **Confidential Self-Identification Survey** questions would be of assistance. Your participation in responding to these questions is voluntary. If you do not wish to provide this information, simply select the "Prefer not to answer" option. Information disclosed will be kept in the highest confidence and be used to support our goal of building a more inclusive organization.

MaryLou Crevier, Administrative Assistant to the Superintendent of Human Resources
District School Board of Niagara
191 Carlton Street
St. Catharines, Ontario L2R 7P4



DISTRICT SCHOOL BOARD OF NIAGARA

**LEADERSHIP SELECTION
2020 - 2021**



LEADERSHIP SELECTION PROCESS 2020 - 2021

The fundamental components of the process are:

1. **Application:**

- In response to posting.
- Requires cover letter, résumé and the names and contact information of three professional references, one of which must be your current supervisor. External candidates require current Supervisor and Superintendent.
- Proof of required qualifications (Ontario College of Teachers Certificate of Qualifications).
- A copy of your most recent performance appraisal.
- Principal & Vice-Principal Candidate Reflective Questions.
- Submit 4 copies of the application package.

2. **Principal & Vice-Principal Candidate Reflective Questions:**

- This is a candidate generated document that outlines examples of leadership.
- A PDF format is part of the Leadership Selection Package.
- The P/VP Candidate Reflective Questions is posted as a fillable PDF document, which is to be completed and submitted as part of the application package.

3. **Confidential Supervisor's Summary:**

- Candidate's immediate supervisor/and former supervisor if applicable and superintendent will complete a Confidential Supervisor's Summary and submit separately from the candidate's application package.

4. **Superintendent (SO) Input:**

- Director and SO Input Session draws on the reflective questions, cover letter, résumé, SO knowledge of, and experience with the candidate and the Confidential Supervisor's Summary.
- Candidates moving forward to a formal interview are selected.
- Candidates will be informed of the outcome of the SO Input Session (interview or no interview) in a timely fashion.

5. **Interview:**

- Leadership Interview Committees may consist of Director or designate, SO Chair of Selection Committee, and SO Representative.
- Approximate length of interview is 30 minutes (4-6 questions).
- Writing materials will be available.
- A written copy of the questions will be available to candidates for reference during the interview.
- Handshakes are not required upon entering or leaving the interview.
- Candidates will be given the opportunity for a brief summary statement/wrap-up at the conclusion of the interview.
- Candidates will be notified by phone in a timely fashion (usually the day of or the day after their interview) of the selection process results.

6. **Pool Creation:**

- The successful candidates designated by the Senior Administrative Team Review Committee will be placed in the appropriate leadership “pool” of candidates deemed to be ready for positions as they become available.
- Candidates will remain in the “pool” for two application cycles, without the need to reapply.

7. **Feedback:**

- Post-interview feedback will be offered to all candidates, successful or not, in a timely fashion, normally within 1 - 2 weeks. Honesty, frankness and areas for growth will be stressed.

8. **Selection/Appointment:**

- Candidates may be drawn from the “pool” for open positions after consultation with Senior Administration.
- The SO(s) responsible for leadership selection will submit information about the appointments/placements of Principals and Vice-Principals to the Board.

**ELEMENTARY
LEADERSHIP SELECTION TIMELINES
2020-2021**

DATE	TIMELINE ITEM
September 2020 Area 1 – 4	SO review of timelines/process at Area meetings
December 1, 2020	Posting for applications
January 6, 2021	Application Due: Letter of application, Qualifications, Résumé, References, P/VP Candidate Reflective Questions, most recent Performance Appraisal
January 11 – January 27, 2021	Confidential Supervisor’s Summary Letters requested and returned
January 29, 2021	HR prepares packages and distributes to Area SO
February 1, 2021 SLP Meeting	SO input meeting SO selection of candidates for interviews HR - prepares summary Area SO - notifies candidates
February 10, 2021 Grimsby Lincoln Room	Elementary Principal Interviews
February 11, 2021 Grimsby Lincoln Room	Elementary Vice Principal Interviews
December 18, 2020	Principal/Vice-Principal/School Support Services Placement Request due to Area SO

