

## ELEMENTARY PRINCIPAL

**VALID: Thursday, December 1, 2022 – Thursday, January 12, 2023**

The District School Board of Niagara (DSBN) invites dynamic and experienced individuals to apply for the Elementary Principal position. This posting is open to both internal and external candidates. Application packages will be received by Lora Courtois, Superintendent of Human Resource Services, **up to 4:00 p.m., Thursday, January 12, 2023.**

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](http://www.dsbni.org) click on Careers, Administrator Opportunities for the appropriate fillable PDF version of the P/VP Candidate Reflective Questions).
- (g) Completed DSBN Confidential Self-Identification Survey (please see [www.dsbni.org](http://www.dsbni.org) click on Careers, Administrator Opportunities for the appropriate fillable PDF version of the Self Identification Survey).

**Complete application package (one PDF file required), must be submitted via email to [MaryLou.Crevier@dsbn.org](mailto:MaryLou.Crevier@dsbn.org) by 4:00 p.m. on Thursday, January 12, 2023. Please reference your last name and Elementary Principal in the subject line.**

### **PROFESSIONAL QUALIFICATIONS:**

- (a) The applicant holds a Certificate of Qualification indicating Part I and Part II - Principals' Qualifications.
- (b) Special Education, Part 1 is an asset.

### **EXPERIENCE QUALIFICATIONS:**

- (a) The applicant will have completed by September 2022, 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 resume).
- (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).
  - Professional and personal commitment to principles of human rights, equity, diversity, and inclusion.
  - Ability to identify and remove systemic barriers to improve student success and achieve equitable outcomes by creating fair, equitable and inclusive conditions for all students to learn and thrive.





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; and
- Interview.

**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.

The DSBN is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. The DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to “Achieving Success Together” and recognizes that increasing the diversity of its workforce supports this objective.

The DSBN 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. We thank the Applicants for expressing their interest in working for the DSBN. We encourage applications from all individuals; however, only those under consideration will be contacted.

In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, 1989 and under the authority of the Education Act, personal information is being collected for the purpose of determining eligibility of the above-mentioned position.

#### **Land Acknowledgement**

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

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



[dsbn.org](http://dsbn.org)



**DISTRICT SCHOOL BOARD OF NIAGARA**

**LEADERSHIP SELECTION  
2022 - 2023**



# LEADERSHIP SELECTION PROCESS 2022 - 2023

The fundamental components of the process are:

1. **Application:**

- 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.
- DSBN Confidential Self-Identification Survey (voluntary).

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 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 internal candidates and upon request to external candidates.

8. **Selection/Appointment:**

- Candidates may be drawn from the “pool” for open positions in consultation with Senior Administration.



**ELEMENTARY  
LEADERSHIP SELECTION TIMELINES  
2022-2023**

DATE	TIMELINE ITEM
October 2022 Area 1 – 4	SO review of timelines/process at Area meetings
Thursday, December 1, 2022	Posting for applications
Thursday, January 12, 2023	Application Due: Letter of application, Qualifications, Résumé, References, most recent Performance Appraisal, P/VP Candidate Reflective Questions, DSBN Confidential Self-Identification Survey
Friday, January 13 – Monday, January 27, 2023	Confidential Supervisor’s Summary Letters requested for external candidates and returned Friday, January 27, 2023
Monday, January 30 – Friday, February 10, 2023	Area SO contacts external candidate References
Monday, February 13, 2023 SLP Meeting	SO input meeting SO selection of candidates for interviews HR - prepares summary Area SO - notifies candidates
Wednesday, February 22, 2023 Grimsby Lincoln Room	Elementary Vice Principal Interviews
Thursday, February 23, 2023 Grimsby Lincoln Room	Elementary Principal Interviews
December 1, 2022 – Internal P/VP	Principal/Vice-Principal/School Support Services Placement Request due to Area SO