

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

- The Policy, the Regulation, the Administrative Procedure, the posting, the Statement of Leadership including Lived Experiences of Equity, Diversity, and Inclusion and the rubrics for the cover letter and resume. Electronic copies are available under the “Careers” link on the Board webpage (publicboard.ca) for the application and Statement of Leadership including Lived Experiences of Equity, Diversity, and Inclusion form.

Candidates will be welcomed into a quiet room to prepare for the interview fifteen minutes before the formal interview. They will be provided questions for their review during this time.

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.

_____ – Monday, October 7, 2024

_____ – Thursday, October 10, 2024, TEAMS (please RSVP to Lisa Scherer)

_____ by Tuesday, October 15, 2024

_____ –

_____ – Monday, November 18, 2024, to Friday, December 6, 2024

_____ – by Friday, December 13, 2024

_____ – Monday, January 13, 2025, to Friday, January 31, 2025

_____ – at Director's Council on Tuesday, February 4, 2025

_____ – Wednesday, February 12, 2025



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.

Reference No: R-HR-01

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.

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.

The policy, regulations, and administrative procedures regarding the selection of principals and vice-principals are public information.

A person's candidacy and the information and records with respect to s

Greater Essex County District School Board

- d. A candidate who has been placed in a pool may withdraw from the respective pool at any time 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.

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:
 - x the Policy, Regulations and Administrative Procedures: Selection of Principals and Vice- Principals,
 - x blank copies of required forms,
 - x any revisions to the process,
 - x 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

- x a cover letter indicating position applying for,
 - x two to three page resume,
 - x a copy of the Ontario College of Teachers detail page
 - x a copy of the most recent Principal Performance Appraisal
 - x a completed Statement of Leadership including Lived Experiences of Equity, Diversity and Inclusion based on the Ontario Leadership Framework
 - x Two references and their contact information. Candidates are encouraged to use their current Supervising Principal as one of the references. References will be consulted after the interview process to verify information shared in the resume, cover letter and interview.
4. Applications across panels:
- x 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.
 - x 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:
 - x The Director of Education (when possible);
 - x two superintendents, one of whom shall be the Screening Committee Team Leader,
 - x T

5. The candidates shall be notified immediately and subsequently by letter of the decision from the Screening Committee process.
6. Debriefing and feedback 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. Feedback will be based on the rubrics identified for resume and cover letter completion.

Interview Process

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

1. Candidates will be welcomed into a quiet room to prepare for the interview fifteen minutes before the formal interview. They will be provided the interview questions for their review during this time.
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:
 - x Two superintendents, one of whom shall be the Interview Committee Team Lead, and
 - x the Superintendent of Human Resources or designate.

*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 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.

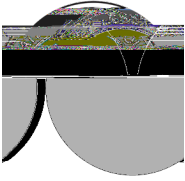
Reference Checks

1. References will be contacted after the interview process is complete. The purpose of the reference contact will be to validate information from the resume, cover letter and details shared in the interview process.

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:
 - x the application package,
 - x the results of the screening process,
 - x the results from the interview process
 - x reference checks and,
 - x 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 of Principal and Vice Principal Process.
4. Debriefing and feedback 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. Feedback will be based on screening results, interview process and reference checks. Candidates will be consulted about their involvement in a formal coaching process which will take place before the next Selection of Principal and Vice Principal Process is initiated.



GREATER ESSEX COUNTY

DISTRICT SCHOOL BOARD

publicboardca

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**

Applicants must hold full qualifications by September 2022 .

Enjoy



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

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.

GREAT ER 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.

Setting Directions

Experiences				
Impact				
Closing Statement				

Equity Connections

