



# DISTRICT SCHOOL BOARD OF NIAGARA

September 20, 2018

## ELEMENTARY VICE-PRINCIPAL

**VALID: Thursday, September 20, 2018 – Thursday, October 25, 2018**

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 4:00pm, Thursday, October 25, 2018.**

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) If not qualified (see Professional Qualifications below), the courses (the location and dates of commencement and completion) required to become qualified.
- (g) Leadership Readiness Document (please see [www.dsbni.org](http://www.dsbni.org) click on Careers, Administrator Opportunities for the appropriate fillable PDF version of the Leadership Readiness Document).

Please submit 4 copies of the application package.

### **PROFESSIONAL QUALIFICATIONS:**

- (a) The applicant holds, or will hold by September 2019, a Certificate of Qualification indicating Part I and Part II - Principals' Qualifications. If not qualified, see (f) above.
- (b) Special Education Part 1 is an asset.

### **EXPERIENCE QUALIFICATIONS:**

- (a) The applicant will have completed by June 2018, at least five (5) successful years as a teacher.
- (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

**Selected applicants will be advised of the date and time of their interview.**

MaryLou Crevier  
Administrative Assistant to the  
Superintendent of Human Resources  
District School Board of Niagara  
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**DISTRICT SCHOOL BOARD OF NIAGARA**

**LEADERSHIP SELECTION  
2018 - 2019**



# LEADERSHIP SELECTION PROCESS 2018 - 2019

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.
- Leadership Readiness Document (LRD).
- Submit 4 copies of the application package.

2. **Leadership Readiness Document (LRD) Preparation:**

- This is a candidate generated document that outlines examples of leadership.
- A PDF format is part of the Leadership Selection Package.
- The LRD 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 LRD, 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  
2018-2019**

DATE	TIMELINE ITEM
September 2018 Area 1 - 6	SO review of timelines/process at Area meetings
September 20, 2018	Posting for applications
October 25, 2018	Application Due: letter of application, qualifications, résumé, references, LRD, most recent performance appraisal
November 1 – 9, 2018	Confidential Supervisor’s Summary Letters requested and returned
November 15, 2018	HR prepares packages and distributes to Area SO
November 19, 2018 SLP Meeting - Grimsby Lincoln Room	SO input meeting SO selection of candidates for interviews HR - prepares summary Area SO - notifies candidates
November 28, 2018 Grimsby Lincoln Room	Elementary Vice Principal interviews
November 29, 2018 Grimsby Lincoln Room	Elementary Principal interviews
December 3, 2018	Principal/Vice-Principal/School Support Services Placement Request due to Area SO

