



# PROCEDURE

# HR-106

## Principal/Vice Principal Selection Process

**Board Received:** April 25, 2022

**Review Date:** May 2026

### **Purpose:**

The Grand Erie District School Board is committed to selecting and appointing Principals and Vice- Principals to ensure the highest quality of leadership exists in each of its schools.

### **1. Guiding Principles: Posting Process**

A posting for Principal and Vice-Principal positions (Elementary and Secondary) shall be issued as- needed. The posting will be communicated internally as well as externally.

### **2. Applicant Information Meeting**

The Superintendent of Human Resources, or designate, shall hold a meeting to outline the procedures involved in the selection process, including a review of the candidate application package, mock interview night, and interview process. The Application Information Meeting shall occur early in the posting process.

### **3. Readiness for Interview Process**

Once a Principal/Supervisor has determined that a candidate is suitable to participate in the selection process, the Readiness for Interview Process will begin. The purpose of the Readiness for Interview Process is to provide information to the Superintendent on the candidate's leadership plan and leadership competencies within their current role. The Process will entail:

- a) A Leadership Plan that the candidate will prepare in collaboration with the Principal;
- b) When deemed appropriate by the Principal/Principal Leader, the Superintendent of Education who has responsibility over the candidate, will meet with the principal and candidate to finalize the leadership plan;
- c) The Superintendent will observe the candidate in their role in order to collect data to complete the School Administrators Readiness for Interview Assessment
- d) The Superintendent will recommend successful candidates to Executive Council to proceed to the interview process, commencing with the next posting for Principal/Vice-Principal;

If the candidate is external, and distance makes it prohibitive to meet, the process may be conducted electronically by the Superintendent of Human Resources

### **4. Application Process**

All applicants shall submit the following information with their application:

- a) Cover Letter
- b) Current Resume
- c) Copy of Ontario College of Teachers' Certificate of Qualification
- d) Impact Statement
- e) School Administrator Readiness for Interview Assessment (including Candidate Leadership Plan)

The interview package will be assessed by Executive Council. If the candidate is recommended for an interview, they will be contacted with an interview date and information regarding how to complete their employee assessment.

## 5. The Interview

### Interview Team

The Interview Team shall include: the Superintendent of Human Resources (or designate), Superintendents, and Principals

### Interview Preparation

The Superintendent responsible for the interview process will prepare the questions and response expectations to be provided to Executive Council for review. Every reasonable effort will be made to provide the interview team with interview packages five days prior to the interview.

### Interview Process

Minimum of four interview questions shall be asked by the interview team. One will be provided to the candidate up to one hour prior to their scheduled interview. Questions should focus on the Board-approved Multi-Year Plan and Values and address topics which include relationship building and school management issues. Candidates will be given an opportunity to make a concluding statement.

### Interview Assessment

The Candidate's responses in the interview need to align with the criteria outlined in the Response Expectations. Validation of positive experiences through at least two reference checks for each candidate are to be completed by the Superintendent responsible for the interview process.

### Final Selection

The Superintendent responsible for the interview process shall recommend the selected candidate(s) to Executive Council. Executive Council shall review the recommended selections and make a final recommendation to the Board for approval.

The final selection of all candidates will be determined by Executive Council by a review of the following:

- a) Readiness for Interview Assessment
- b) Interview Package and Profile
- c) Interview
- d) References
- e) Employee Assessment

Selected candidates shall be placed in the Pool for a three-year term and will be involved in leadership training.

## 6. Placement

As required, Executive Council shall determine placement and transfer of administrative staff. The Board shall be notified of any placement(s) or transfer(s).

## 7. Communication

- a) *Interviews*: Human Resources staff shall notify all applicants selected for interviews. The Superintendent responsible for the interview process shall notify any candidates who were not selected for an interview.
- b) *Post Interview*: The Superintendent responsible for the interview process shall call all applicants for the Administrative Pool to indicate the results of the final selection process.
- c) *Placement*: The Superintendent of Education who will be supervising the selected/appointed administrator shall provide notification of the Board's action.

- d) *Debriefing*: Opportunities for debriefing will be offered at the completion of the interview process by the Superintendent responsible for the interview process. Strengths and needs of each candidate as compiled at the completion of each interview will be used as a focus during the debriefing.

**References**

- Hiring of Staff (HR3)
- Conflict of Interest relating to Hiring, Selection, Promotion, Evaluation of Employees (HR9)
- Hiring Procedures (HR110)
- Equity and Inclusive Education (SO14)