



## INDEPENDENT PROCEDURE

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Title: **PROMOTIONAL PRACTICES:  
SELECTION PROCEDURES AND  
APPOINTMENTS OF PRINCIPALS  
AND VICE-PRINCIPALS** Policy No.: **9038**  
Effective Date: **2002 Feb 26**

Department: Organizational Support Services (Human Resources)

Reference(s): Equitable Recruitment, Selection and Promotion of Staff (Policy No. 3013)

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### PURPOSE

These procedures are designed to identify for promotion the most competent and knowledgeable candidates who have appropriate qualifications and experiences for the roles of Principal and Vice-Principal.

#### 1.0 Criteria for Promotion - School Administration

##### 1.1 Promotion to Principal

1.1.1 Candidates making application for a position of Principal will currently hold a leadership position such as Vice-Principal, Learning Coordinator, or other position deemed equivalent by the Readiness for Interview Process Committee.

1.1.2 Candidates making application for a position of Principal will have:

- experience as a Vice-Principal;
- principal qualifications in accordance with the regulation at the time of application;
- proven leadership effectiveness at the school level as certified by the supervisor;
- demonstrated leadership at the system and/or provincial level; and
- been recommended by their immediate supervisor.

1.1.3 Preference will be given to candidates who have:

- completed at least three years of appointment in a leadership role (i.e. Vice-Principal or equivalent);
- demonstrated a wide range of educational experiences through such opportunities as:
  - varying types of schools, school locations and/or grade and/or course assignments;
  - varying levels of teaching and/or administration (elementary, secondary, post secondary);

Administered By:	<b>Organizational Support Services</b>
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- secondments and exchanges.
- had two school placements as a Vice-Principal (experience as a Learning Co-ordinator, etc., may be considered as equivalent to one placement); and
- have completed a Master's degree, preferably in Education.
- the Board values candidates with varied experience working in diverse communities
- the Board values the experiences of candidates who have worked within a First Nations community.

## 1.2 Promotion to Vice-Principal

### 1.2.1 Candidates making application for a position of Vice-Principal will have:

- experience as a teacher, consultant/co-ordinator, department head, assistant department head or other learning positions deemed equivalent by the Readiness for Interview Process Committee;
- qualifications in accordance with the regulation as follows:
  - at the time of **application** to the position of Vice-Principal the candidate must be enrolled in or hold the Principal Qualification Program Part I certification. The candidate must commit to enroll in the next available Principal Qualification Program Part II course; and
  - to be appointed to the position of Vice-Principal, the candidate must hold both the Principal Qualification Program Part I and Part II certifications.
  - proven leadership effectiveness at the school level; and
  - been recommended by their immediate supervisor.
  - candidates who are successful through promotional practice for the role of Vice-Principal who have not completed Principal Qualification Program Part I and II will be considered "Acting" in the role until those qualifications are complete.
  - candidates have a maximum of 2 (two) years to complete their qualifications or be returned to the classroom.

### 1.2.2 Preference will be given to candidates who have:

- demonstrated leadership for a minimum of five years;
- had two school or system assignments (experience as a Learning Co-ordinator, etc., may be considered as equivalent to one placement);
- demonstrated exemplary skills and qualities for a leadership role;
- demonstrated a wide range of educational experiences through such opportunities as:
  - varying types of schools, school locations and/or grade and/or course assignments;
  - varying levels of teaching (elementary, secondary, post secondary);
  - secondments and exchange.
- have begun or propose to pursue a Master's degree, preferably in Education.

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- the Board values candidates with varied experience working in diverse communities
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### 1.3 Application Process

Candidates will submit the required number of copies of the prescribed application package by the advertised deadlines.

Note: Candidates' strengths will be measured against the skills and competencies outlined in the Ontario Leadership Framework.

### 2.0 Readiness for Interview Process Committee Internal and External Screening

2.1 Internal candidates must be recommended by their immediate supervisor and their Superintendent. Superintendents will review all internal candidates and approve candidates before they move forward to an interview.

2.2 External candidates will participate in an initial interview before being recommended for a full interview.

### 3.0 Interview Committee

3.1 The purpose of the Interview Committee is to determine the individual candidates for placement in the Principal/Vice-Principal pool.

3.2 Members: (minimum of 3)

- Director or designate;
- Supervisory Officers - up to three Superintendents

3.3 Format for the Interview (Approximately 45 minutes)

The interview format is subject to annual review and may include such aspects as introductory comments by candidate, presentations, case study, structured questions, etc.

3.4 Feedback will be provided to candidates who are not recommended to the pool.

### 4.0 Follow-up

4.1 Successful candidates will be placed, unranked, in a pool.

4.2 Senior Administration will appoint candidates to available positions. Placement will be determined by school and system needs and not seniority in the pool.

4.3 Candidates selected from the pool for appointment to a specific school by Administrative Council may exercise one right of refusal.

4.4 The number of candidates in the pool and the frequency of competitions will be determined by succession planning needs.

4.5 Opportunities for continued professional growth will be provided to candidates in the pool.

4.6 Candidates in the pool will be asked on an annual basis if they wish to remain in the pool.

#### 5.0 **Input From School Councils**

Profiles provided by School Councils will be used to assist in the identification of the individual needs of schools.

#### 6.0 **Appointments of Individuals**

Appointments of individuals from the pool to specific schools will be made by senior administration based on the individual needs of schools. Appointments will be reported to the Board for information.