PROCEDURE HR-006

PRINCIPAL/VICE-PRINCIPAL SELECTION PROCESS	
Superintendent Responsible: Superintendent of Human Resources	**Initial Effective Date:** 2022/04/25
Last Updated: 2025/10/24	**Next Review Date:** 2029/10/24

Purpose:
The Grand Erie District School Board (Grand Erie) is committed to selecting and appointing Administrator(s) to ensure the highest quality of leadership exists in each of its schools.

Guiding Principles:

1.0 **Posting Process**
A posting for Administrator(s) positions (Elementary and/or Secondary) shall be issued as needed. The posting will be communicated internally as well as externally.

2.0 **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 and interview process. The Application Information Meeting shall occur early in the posting process.

3.0 **Candidate Leadership Reflection:** Candidates will complete a Candidate Leadership Reflection as part of their application process. This is designed to assess the leadership readiness of teachers or vice-principals by reflecting on their experiences and the impact of their leadership. It will specifically focus on the impact on student learning, supporting student well-being and inspiring and motivating others.

Candidates who are interested in applying for Administrator positions are encouraged to inform and seek input from their current Administrator/Immediate Supervisor to inform their Leadership Reflection.

4.0 **Application Process**
All applicants shall submit the following information with their application:

- Cover Letter
- Current Resume
- Copy of Ontario College of Teachers' Certificate of Qualification
- Candidate Leadership Reflection

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.

5.0 **The Interview**

5.1 **Interview Team**
The Interview Team shall include:

- The Superintendent of Human Resources (or designate),
- Superintendents
- Chief Executive Officer (CEO) (when appropriate)

5.2 **Interview Preparation**
The Superintendent of Education responsible for the interview process will prepare the questions and response expectations to be provided to Executive

Council for review.

5.3 **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.

5.4 **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 of Education responsible for the interview process.

5.5 **Final Selection**

The Superintendent of Education 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:

- Candidate Application Package
- Interview
- References

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

6.0 **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).

7.0 **Communication**

7.1 **Interviews*:*** Human Resources employee(s) shall notify all applicants selected for interviews. The Superintendent of Education responsible for the interview process shall notify any candidates who were not selected for an interview.

7.2 **Post Interview:** The Superintendent of Education responsible for the interview process shall call all applicants for the Administrative Pool to indicate the results of the final selection process.

7.3 **Placement:** The Superintendent of Education who will be supervising the selected/appointed Administrator(s) shall provide notification of the Board's action.

7.4 **Debriefing:** Opportunities for debriefing will be offered at the completion of the interview process by the Superintendent of Education responsible for the interview process or Interview Team designate. Strengths and needs of each candidate as compiled at the completion of each interview will be used as a focus during the debriefing.

Reference(s):

- Conflict of Interest Related to Hiring, Selection, Promotion and Evaluation of Employees Policy (HR-07)
- Equity and Inclusive Education Policy (SO-14)
- Equity and Inclusive Education Procedure (SO-014)
- Hiring of Staff Policy (HR-03)
- Hiring Procedures Procedure (HR-013)