

<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
PRINCIPAL AND VICE PRINCIPAL APPOINTMENT PROCEDURE	3.06

PURPOSE

This procedure outlines the processes for the recruitment and identification of future leaders, and the promotion of these leaders to positions of school administration.

RATIONALE

The Rainy River District School Board recognizes that school and system leadership development is a key factor in supporting strategic objectives outlined in the Board's operational and board improvement plans. The Board recognizes that effective leadership impacts student achievement.

GUIDELINES

1.0 Posting Process

- 1.1 A posting for Principal and Vice Principal Pool shall be issued as needed. The posting will be communicated internally, as well as externally.

2.0 Aspiring Leader Information Session

- 2.1 The Board Leadership Development Committee will hold a session, from time to time, to outline the process and procedures involved in the selection progress. The selection process will also be outlined on the Board webpage.

3.0 Application Process

- 3.1 All applicants shall submit the following information with their application:
- Cover Letter
 - Current Resume
 - Copy of Ontario College of Teachers' Certificate of Qualification
 - Candidate Profile (Appendix A)
- 3.2 The Candidate Profile shall include the following sections:
- Evidence of experience in Setting Directions – building and communicating a shared vision within the belief that all students can learn;
 - Evidence of experience in Building Relationships and Developing People – a commitment to effective working relationships and shared leadership for improvement;

- Evidence of experience in Developing the Organization – acceptance of the responsibility for school climate and student outcomes;
- Evidence of experience in Leading the Instructional Program – promoting high expectations for learning outcomes and the belief in meeting the needs of all students in diverse ways ensuring a commitment to students with special needs;
- Evidence of experience in Securing Accountability – a commitment to accountability for student outcomes and the goals set out in the School Improvement Plan.

3.3 The interview package will be assessed by Interview Panel using the “Interview Application Package Tool” (Appendix B). Only those applicants that score an overall Level 3 on their Application Package will move on to the interviews.

4.0 The Interview

4.1 Interview Panel:

The Interview Panel shall include a minimum of:

- Supervisory Officers
- Principals
- Human Resources Manager

4.2 Interview Preparation:

- The Superintendent responsible for the interview process will prepare the questions and response expectations to be provided to Senior Administration for review. Every reasonable effort will be made to provide the Interview Panel with interview packages 5 days prior to the interview.

4.3 Interview Process:

- A minimum of four interview questions shall be asked by the interview team, focusing on the Strategic Plan/Annual Operational Plan, the Board Improvement Plan for Student Achievement, management issues, and the *Ontario Leadership Framework*.
- An additional task assignment will be provided to the candidate up to one hour prior to their scheduled interview.
- The interview and the task assignment will be timed, with all candidates expected to provide their responses within the set time limits established by the Interview Panel.

4.4 Interview Assessment:

- The Candidate’s responses in the interview must meet the criteria outlined in the Administrator Response Expectations. The Interview Panel will assess the candidate’s interview using the “Candidate Interview Assessment Tool” (Appendix C).

4.5 References

- Validation of positive experiences through at least two reference checks (Appendix D)

for each candidate are to be completed by the Superintendent responsible for the interview process. One of the references shall be from the candidate's recent supervisor.

4.6 Final Selection:

- The Superintendent responsible for the interview process shall provide the Interview Panel's recommendations to Senior Administration.
- The final selection of all recommended candidates will be determined by Senior Administration by a review of the following:
 - Interview Package and Profile
 - Interview and Task Assignment
 - References

5.0 Placement

5.1 Selected candidates shall be placed in the Pool for a three-year term and will be involved in leadership training. The option to extend the placement beyond the three-year term may be by mutual consent.

5.2 All processes associated with the recruitment and selection to positions of school leadership will reflect the diversity and needs of the District's communities, as communicated annually by school councils through the Principal/Vice Principal Profile, as well as the following:

- organizational need,
- diversity and equity initiatives,
- degree of leadership readiness,
- demonstrated successes in management,
- educational and professional accomplishments,
- relocation willingness,
- interpersonal skills,
- business acumen, and
- other professional attributes, with emphasis on the competencies identified in the *Ontario Leadership Framework*.

5.3 As required, Senior Administration shall determine placement and transfer of principal and vice principal. The Board shall be notified prior to any placement(s) or transfer(s).

6.0 Communication

6.1 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.

6.2 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.

6.3 Placement:

- The Superintendent of Education who will be supervising the selected/appointed administrator shall provide notification of placement.

6.4 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.

<u>CROSS REFERENCE</u>	<u>DATE REVIEWED</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 3.06 Principal and Vice Principal Appointment	November, 2015	<i>Ontario Leadership Framework</i>