

Huron-Superior Catholic District School Board

Human Resources Department

Hiring Guidelines and Procedures (Principals/Vice-Principals)

The Huron-Superior Catholic District School Board is committed to ensure the selection of the best-qualified applicant for each position within the Board. In keeping with our Catholic social teaching and our Mission Statement, a fair, equitable and consistent selection process and guidelines for the Board and its employees in this process will be established and monitored to ensure equal opportunity in recruitment, hiring and promotion procedures. Religious Education in Catholic Schools, Part 1 will be a requirement for all positions and Religious Education in Catholic School, Specialist will be preferred.

In order to provide consistency in the Board's hiring practices the Human Resources Department (HR) is responsible for the hiring of all employees.

Administrative Council, when planning for the upcoming school year, will determine principal/vice-principal needs. By December 1st each year, the Catholic School Councils will submit their updated Principal Profiles.

The following guidelines/procedures have been established in order to provide for consistency when hiring/promoting for these positions:

- ❖ All positions will be posted where possible
 - Postings will clearly identify qualifications (both required and preferred)
 - Postings will require all applicants to submit the following updated documentation:
 - Cover letter
 - Updated resume
 - Current OCT
 - 3 references (including reference letter from current administrator/supervisor)
 - Current Faith Reference Portfolio including current letter from Parish Priest
 - Most recent Performance Appraisal
 - A column to indicate whether or not the applicant has the basic qualifications in accordance with the posting

- ❖ Applicants will be short-listed, if necessary, by Administrative Council based on required and preferred qualifications listed in posting

- ❖ Interview team will consist of the entire academic Administrative Team

- ❖ Interview team members will be required to declare a conflict of interest where applicable and an alternate representative may be substituted as required
- ❖ Interviews will be conducted at a suitable time and will include the following:
 - A five to ten minute presentation on Catholic School Level Leadership by the applicant
 - Standard interview questions based on the Ontario Leadership Framework (2013) – Catholic School-Level Leadership Framework and the Ontario Leadership Framework (2013)
 - Each applicant will be required to undergo a written assignment
 - Request for contact information for three references (references will be contacted)
- ❖ The interview team will provide a ranking for each applicant based on an evaluation framework and make all hiring decisions
- ❖ Communication of successful applicants will be made as follows (following notification of all applicants):
 - Trustees
 - CPCO, OECTA
 - Current principals/vice-principals
 - Catholic School Councils
 - News Release
- ❖ Debriefings (by director and school superintendent) will be offered to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years further reference

Continuing Education (Summer School) Principal

When hiring for continuing education (summer school) principal, the position(s) will be posted and current CPCO members who apply by the deadline shall be given priority. If no applications are received by current CPCO members, a posting will go out to the system and no priority shall be given to current CPCO members if they apply in response to the system posting.