



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES PRINCIPAL / VICE-PRINCIPAL HIRING PRACTICES

#### **Legal References**

Hiring in the Huron-Superior Catholic District School Board (HSCDSB) is undertaken in accordance with the *Ontario Human Rights Code*; school district terms and conditions, both central and local; and the *Education Act* and all applicable regulations thereunder.

#### **Qualifications and Merit**

The Board is committed to selecting the best-qualified applicant for each position. The Board is committed to ethical, fair, and transparent practices that focus on bona fide job requirements when hiring and promoting candidates. School administrator candidate selection is based on a combination of qualifications, experiences, and/or skills candidates bring to the role, and differentiated evaluation criteria in a variety of different formats (e.g., resumes, responses to interview questions). The importance of hiring principals and vice-principals who exemplify and espouse Catholic values and principles cannot be overstated.

As permitted under Section 24(1) of the *Ontario Human Rights Code* and Section 29 of the *Canadian Charter of Rights and Freedoms*, hiring preference shall be given to all Catholic candidates for academic positions, including principals and vice-principals. In addition, school administrator candidates must have successfully completed, as a minimum requirement, Religious Education in Catholic Schools, Part 1. Religious Education in Catholic Schools, Specialist, is preferred for academic leadership positions.

A pastoral reference is required for vice-principal and principal applicants.

#### **Diversity, Equity, and Human Rights**

The Board recognizes that any form of discrimination or oppression is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. The Board recognizes that discrimination, prejudice, and oppressions can be related to any of the prohibited grounds as outlined in the *Ontario Human Rights Code*.

The Board strives to ensure that all employment policies and practices are non-discriminatory. The Board is committed to the identification and removal of barriers for candidates from Indigenous and equity-seeking groups at each stage of the hiring process, within the context of the denominational rights of Catholic school districts. The Board strives to achieve a diverse and representative workforce to meet the needs of its diverse student population.

The Board is committed to a fair hiring process, which is free from any bias and/or conflict of interest. The Board prioritizes and establishes, as available, diverse hiring and selection panels. It is understood that Policy 6021 – Conflict of Interest applies to the posting, shortlisting, interviewing, selection, hiring, monitoring, supervision, and promotion of all board employees.

**Fairness and Transparency**

In keeping with Catholic social teachings and our mission statement, a fair, equitable and consistent selection process and guidelines for the Board and its employees in this process will be followed and monitored to ensure equal opportunity in recruitment, hiring, and promotion procedures.

To support a fair, consistent, and transparent process for candidates, the Board will:

- Determine the bona fide or “legitimate” job requirements and qualifications and follow the requirements outlined in Regulation 298: Operation of Schools – General, which allows all school boards to provide the best possible education program for students.
- Ensure that the Human Resources (HR) Department remains responsible for the hiring process of all teachers and school administrators.
- Adhere to the process and criteria for hiring, as outlined in what follows.

Item	Detail
General Information	For the purposes of this document, principals and vice-principals are administrators who are appointed by the Board during the regular school year.
Recruitment Process	When hiring principals and vice-principals, the Board gives consideration to current academic employees; it may also give consideration to qualified external applicants. At a minimum, all vice-principal and principal positions are advertised on the Board’s website. The Board reserves the right to advertise in the broader media and/or on other recruitment websites (e.g., Apply to Education, Indeed).
Documentation Required	The Board currently requires all vice-principal and principal candidates to submit the following documentation: <ul style="list-style-type: none"> <li>• Cover letter and resume</li> <li>• Current Pastoral Reference Form (available on board’s website) (i.e., less than two years old)</li> </ul>

Item	Detail
	<ul style="list-style-type: none"> <li>• University transcripts, if not already on file with the board</li> <li>• Practice teaching reports and/or recent Teacher Performance Appraisals (TPAs), if not already on file with the board</li> <li>• Three reference letters and/or names of reference, with permission to contact them</li> <li>• Certificate of Qualification and Registration from the Ontario College of Teachers (if not yet issued, a Letter of Eligibility or Interim Certificate of Qualification may be submitted). Note: Religious Education in Catholic Schools, Part 1 is a required qualification for all school administrator positions</li> <li>• Principal Qualification Program Part I and II (or evidence of ongoing progress toward completion) QECO Statement of Evaluation, if not already on file with the board</li> </ul>
Process Followed	<ul style="list-style-type: none"> <li>• Administrative Council, when planning for the upcoming school year, will determine the need for vice-principals and principals.</li> <li>• Postings will clearly identify qualifications (both required and preferred).</li> <li>• All applications are summarized by HR to include the following information: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Qualifications – basic (e.g., Primary, Junior, Intermediate) and additional (AQ) courses</li> <li>○ Updated Pastoral Reference Form</li> <li>○ A column to indicate whether or not the applicant has the basic qualifications, in accordance with the posting</li> </ul> </li> <li>• Applicants are short-listed, if necessary, by Administrative Council, based on qualifications, merit, lived and work experience, skills, and backgrounds.</li> <li>• Short-listed applicants are contacted for an interview.</li> <li>• Interview teams consist of three or more non-union representatives (e.g., senior team members, HR administrators), in order to represent a diversity of experiences and perspectives.</li> <li>• Interview team members are required to declare a conflict of interest where applicable and an alternate representative is substituted, where required. See the board’s Conflict of Interest policy.</li> <li>• Interviews are conducted and include questions relevant to the posting. Interviews will include the following: <ul style="list-style-type: none"> <li>○ A five to ten-minute presentation on Catholic School Level Leadership by the applicant</li> <li>○ Standard interview questions based on the Ontario Leadership Framework and Catholic School-Level Leadership Framework (2013)</li> <li>○ Teaching / Methods / Planning / Assessment / Curriculum</li> <li>○ A written assignment</li> </ul> </li> <li>• The interview team provides a ranking for each applicant and makes recommendations for hiring.</li> </ul>

Item	Detail
	<ul style="list-style-type: none"> <li>• Administrative Council reviews the information provided by the interview team and makes all hiring decisions.</li> <li>• Reference checks are completed.</li> <li>• All successful and unsuccessful candidates are contacted. All related interview notes are retained in HR for three (3) years for further reference.</li> <li>• Communication of successful applicants will be made across the system.</li> <li>• Debriefings are available to all unsuccessful interview candidates who request one. Upon request, at least one member of the interview panel will provide constructive feedback to the candidate.</li> <li>• Since debriefings are intended for the applicant, third parties (e.g., family members, union representatives, friends, advocates) are not permitted to attend, listen in on, and/or participate in them. Exceptions will be made for candidates who require a third party to be in attendance for accessibility reasons (e.g., an ASL interpreter)</li> </ul> <p>The Board may follow this procedure to create a pool of qualified candidates to select future vice principals from if and when the need arises. The pool can be cancelled at any time.</p> <p>NOTE: If Administrative Council does not identify any suitable candidates, a further number of applicants will be selected from the short-list for interviews based on qualifications, merit, lived and work experience, skills, and backgrounds.</p>

**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 by the established deadline, 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.