



# Elementary Principal Pool

**ACTIVE**

Job Code 3929048

Template Name Elementary Principal - Template

Number of Applicants 0

---

## Job Details

**Job Category**

Teachers, Principals &amp; Superintendents

**Closing Date**

04/28/2025

**Job Type**

Full Time

**Applicant Type**

External Applicants

**School/Location**

J. W. Singleton Education Centre

**Posting Date**

3/28/2025 10:12:10 AM

**Original Posting Date**

03/28/2025 09:00AM EST/EDT

**Closing Date**

28/04/2025 16:00PM EST/EDT

---

## Job Description

### ELEMENTARY PRINCIPAL POOL, SPRING 2025

The Halton District School Board (HDSB) is one of the fastest growing school districts in Canada. Together, our 10,000+ staff serve more than 66,000 students in more than 100 schools in the communities of Burlington, Halton Hills, Milton and Oakville. We are seeking Elementary Principal candidates to join our Elementary Principal Pool.

The culture of the HDSB is welcoming and collaborative. Principals demonstrate and encourage collaboration, respect, and encourage students and staff to learn, grow and inspire together. Such processes facilitate the identification of administrators who are competent, knowledgeable and compassionate, and whose qualifications and lived experiences enable them to demonstrate the leadership practices contained in The [Ontario Leadership Framework](#) and support the implementation of the Halton District School Board's [Multi-Year Strategic Plan 2024-2028](#) and the Board's [Improvement Plan for Student Achievement and Well-Being](#). The Halton District School Board

is searching for school leaders who adopt a critical consciousness as educators who engage in teaching and learning through anti-colonial and anti-racist frameworks. This practice ensures that we are continually moving to create and sustain change and improve outcomes for all students.

**Our Elementary Principals contribute to the HDSB's Multi-Year Strategic Plan 2024-2028 by:**

- creating equitable and inclusive learning and working environments;
- supporting the mental health and well-being of students and staff;
- promoting learning and achievement for everyone;
- demonstrating environmental leadership; and
- building an awareness of Indigenous perspectives.

The Board is creating a pool of qualified candidates to be eligible for positions, in accordance with its Administrative Procedure "Promotion, Transfer and Placement of Principals/Vice-Principals". To review this Administrative Procedure, please go to the following link: <https://www.hdsb.ca/our-board/Policy/P-VPPromotionsAP.pdf>

Experienced Vice Principals who have demonstrated strong leadership, and who meet the qualification requirements, are invited to apply.

**Criteria for Application**

**Elementary Principal candidates will:**

- hold Principal Qualifications Part I and II in accordance with Ministry regulation at the time of application;
- be in good standing with the Ontario College of Teachers;
- have successful experience as a Vice Principal demonstrating proven leadership effectiveness in the school community;
- be in good standing with respect to conduct;
- have demonstrated experience with Special Education policies and procedures or completion of Special Education Part I; and
- demonstrate evidence of core capacities identified in the Ontario Leadership Framework.

**Information Session:**

**Date: April 10, 2025**

**Time: 7-8:30PM**

**Location: Boardroom - JW Singleton Centre; 2050 Guelph Line, Burlington, ON L7P 5A8**

**Application Process - Elementary Principal**

The completed application consists of:

- Cover Letter
- Resume highlighting leadership and impact
- Leadership Competencies and Practices
- Question #1 (written submission)
- Question #2 (video submission)
- Copy of most recent certificate of qualification from the Ontario College of Teachers
- Copy of most recent Vice Principal Performance Appraisal
- **Reference Authorization Form**

Please ensure your entire package is electronically submitted in the Additional Documents section of Apply to Education on **April 28, 2025 by 4:00 PM Job ID # 3929048**

Application packages will be assessed based on candidate readiness as per *The Ontario Leadership Framework*, cover letter, resume and question specific rubrics. Candidates who do not submit a complete application will not be evaluated.

### Job Posting Information:

- Application criteria for the position of Elementary Principal in the HDSB
- Self-Identification and Equity commitments
- Leadership Competencies and Practices
- Reference Authorization  
Post-Interview Reference Checks - Your references will be contacted as part of the post interview selection process. Ensure that all listed references have a copy of your *Leadership Experience Summary*.
- Process Timelines
- The *HDSB Multi Year Plan 2024-2028* can be found [here](#)
- The *Ontario Leadership Framework* can be found [here](#)

### Applicant Self Identification Questions:

As part of the recruitment and selection function, the HDSB will collect voluntary self identification data from applicants in accordance with the Ontario Human Rights Code, HDSB's Teacher Hiring Practices Administrative Procedure, HDSB's Employment Equity Policy and Ontario's Anti Racism Data Standards.

Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15, in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. In accordance with HDSB's Employment Equity Policy, personal information collected on this form will aim to achieve an inclusive, diverse and representative workforce. It works to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process. Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community.

Although hiring policies must adhere to the qualification requirements set out in applicable Regulations (eg. Regulation 298, "Operation of Schools – General") and any applicable collective agreement provisions, the Board recognizes the importance of the following when developing its selection and evaluation criteria:

- valuing applicants' additional experience, lived experience, skills, backgrounds and perspectives; and
- granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities.

We encourage you to respond to our voluntary applicant self-identification questions. This data will inform our understanding of the diversity of our applicant pool as well as the progress of applicants throughout the hiring process. This data will inform our goals, strategies and actions and our progress towards creating and sustaining an inclusive and equitable workforce. Any information that you provide in response to these questions will be referred to during the hiring process for this position, and will be shared with the hiring manager and/or committee members responsible for the hiring process.

The section includes questions from Ontario's Anti-Racism Data Standards (Standards, 2017). The Standards were established to help identify and monitor systemic racism and racial disparities within the public sector. The Standards establish consistent, effective practices for producing reliable information to support evidence-based decision-making and public accountability to help eliminate systemic racism and promote racial equity (adapted from Ontario's Anti-Racism Data Standards, 2017).

Questions about this collection may be directed to Dixon Mohammed, Manager of Recruitment, Selection and Staffing at [mohammedd@hdsb.ca](mailto:mohammedd@hdsb.ca).

**Accommodation:**

Upon request, we will provide reasonable accommodations for candidates who require accommodations based on the protected grounds in the Ontario Human Rights Code in respect to the recruitment and selection process.

**Student Safety:**

Ensuring the safety of our students is essential. For this reason, external applicants hired to the HDSB must provide an original copy of an acceptable criminal background check with vulnerable sector screening.

**Wellness:**

The HDSB is committed to providing a respectful and healthy work environment.

**Leadership Competencies and Practices - ELEMENTARY PRINCIPAL****• Written Component: Leadership Summary - Leadership Competencies and Practices**

Provide a two (2) page summary:

Describe an initiative you have led as a Vice Principal that aligns with one or more priorities of the Halton District School Board's Multi-Year Strategic Plan. In your response, detail your leadership actions and their impact on the initiative's outcomes. Be sure to include the following:

- The context and rationale for the initiative, including connections to HDSB strategic priorities
- Goals, stakeholders, and data sources used to inform your planning
- A timeline outlining key stages of the process
- Specific leadership strategies you employed to address challenges and drive success
- Evidence of impact and lessons learned

Your two (2) page summary response should be written with a minimum 11 font size.

*This Leadership Experience Summary should be shared with each of your references upon submission of your package as the Pre-Interview Reference questions focus on this summary.*

**2. Video Component: Leadership Competencies and Practices**

Elementary Principals often co-lead and learn in virtual environments within the school community and system. All applicants are required to complete one (1) online video question as part of the application. To complete this interview question, you are required to have an internet connection, web camera and microphone.

You will prepare a 5 minute response to the question provided. Please note that if you re-record your video response, your last response will be submitted for review by the selection team. If you close your browser before you are notified that your response has been uploaded successfully your response will not be recorded. The deadline to complete the online video interview question is **April 28 at 4:00 PM**.

**Video Question:**

Educational leaders are required to respond effectively to evolving and often complex challenges. In your video response, describe three significant issues you have navigated as a Vice Principal. Explain how you prioritized competing needs, engaged stakeholders, and made informed decisions. Reflect on how these experiences have strengthened your leadership competencies and how they will shape your approach as a Principal in the Halton District School Board.

*Note: It is recommended that candidates record the video as a traditional interview question. The use of notes is acceptable; however, reading a full answer from the screen is not recommended.*

**To access the Elementary Principal Video Application, please click below:**

### **Principal Video Response**

Once you access your video interview, you will be provided with information on the online video interview process. If you have technical difficulties please reach out to [support@rivs.com](mailto:support@rivs.com).

## **Reference Authorization Form - ELEMENTARY PRINCIPAL**

I, \_\_\_\_\_, authorize the Halton District School Board to contact three (3) persons and/or organizations listed below for the purpose of obtaining reference information including information contained in my personnel file. These persons are authorized to disclose such information.

Please share your written response to your: Leadership Summary - Leadership Competencies and Practices with your references. Your written response will be discussed during the reference check process.

Your 3 references must include:

- Your current Principal/Supervisor.
- Name of Reference
- Position/Title
- Phone Number
- Email Address

Note: If a candidate has not been with the current supervisor for a minimum of one (1) year, the prior supervisor must also be listed.

One other Administrator/Supervisor with whom you have worked in an educational setting.

One other reference at the candidate's discretion.

If not using your current Principal, please provide an explanation below:

### **Process Timelines**

March 28, 2025

- Job posting and related documents posted internally and externally

April 10, 2025

- Information Session

April 28, 2025

- Applications must be received by electronic submission no later than **4:00 PM**.

May 16, 2025

- Applicants informed of interview times and locations

May 27 - 30, 2025

- Interviews

June 5 and 6, 2025

- Post-interview reference check process completed

June 11, 2025

- Candidates interviewed are informed of outcome

## Application Requirements

- Mandatory Documents
- Resume
- Cover Letter

## Custom Job Questions

Total Questions:0

## Notes

### Job Related notes

Upload any supporting documents/notes. The attachments will not be seen by applicants.

## Statistics

Applicants	0
Qualified	0

Withdrawn	0
-----------	---

Folders

Sort by: Default

Shortlisted	0
Interviewed	0
Hired	0
Job Offer	0
Administrator Shortlisted	0
Shortlisted (Group 2)	0
Online Interview Invitation	0
Declined	0
Not Suitable	0
No Show/Expired Interview	0
Rescinded Offer	0
Not Shortlisted	0
Already applied to posting	0
Already an Employee	0