



Principal and Vice Principal Promotion Process Elementary Principal & Vice Principal

About the Board

The Hamilton-Wentworth District School Board (HWDSB) is committed to learning, equity, engagement, and innovation. We are guided by our vision, Growing Together, the mission that every student experiences a sense of belonging and engages in dynamic learning to reach their potential and build their own future, and our values of Compassion, Dignity, Trust, and Joy to guide our daily work and ensure that we honour the unique identities and needs of all. Proudly serving a community of approximately 50,000 students in the City of Hamilton and surrounding area, HWDSB operates across 84 elementary schools, 13 secondary schools and 1 Adult Learning Centre, in addition to providing support and service to approximately 8,800 staff members.

Staff Wellness

At HWDSB, staff wellness is a priority. We are committed to co-creating and fostering an environment where staff feel safe, valued, and supported. We are continuously striving to support the needs of our diverse community and actively work to foster and maintain a culture of human rights.

Our holistic Staff Wellness program has been designed to support employee's well-being in all dimensions of health. As one part of this comprehensive program, all staff as well as their dependents have access to free and confidential supports through our Employee and Family Assistance Provider (EFAP), in addition to many other program components.

About the Role

We are proud to announce that we are creating a diverse leadership pool of qualified candidates for future Elementary and Principal and Vice-Principal positions. We invite innovative, collaborative, and change-focused applications from teachers & system leaders. We strive to hire staff with a demonstrated practice of Human Rights, anti-racist anti-oppressive (ARAO) approaches to leadership. Throughout this calendar year, we encourage applications from leaders who maintain the competency to confront and dismantle all forms of oppression to ensure students who are currently and historically underserved in our system excel. Successful candidates to these leadership pools will be placed on a ready list for a two-year period and may be assigned at any time.

Committed to our **HWDSB Multi-Year Strategic Plan (2023-2028)**, an applicant for this opportunity maintains the following competencies:

- **Upholding Human Rights, Safety & Well-being**
- **Providing Equitable Quality Education**
- **Collaborating with Students, Families and Communities**
- **Building a Sustainable Education System**
- **Reinforcing Indigenous Educational Wellness & Reconciliation**



Qualifications:

Vice Principal Candidates:

- Good Standing with the Ontario College of Teachers
- Enrollment in or completion of the Principal's Qualification Program Part One (placement pending successful completion of PQP Part One).

Principal Candidates:

- Enrollment in or completion of the Principal's Qualification Program Part Two (placement pending successful completion of PQP Part Two).
- Good Standing with the Ontario College of Teachers

- **Application Package:**

Interested Candidates are required to submit the following documentation as part of their application package:

- Cover letter (one-page maximum)
- Resume (three-page maximum)
- Leadership Reflection Document (two-page maximum)
- References - contact information of three professional references, of which one may be a community reference. We encourage you to include your current supervisor (please add your references to your profile in Apply to Education)
- Permission to contact these references as part of the application process.

Application Deadline:

Please apply by **Monday, March 24, 2025, by 12:00 p.m.** to be considered for this round of the Principal/Vice-Principal promotion process.

Interviews will take place the week of **April 14-17, 2025.**

Leadership Reflection:

Candidates are asked to provide a written response to the following question which demonstrates their lived leadership experiences in support of HWDSB Strategic Priorities as outlined in the Multi-Year Strategic Plan (2023-2028). This submission is to be no longer than two pages.

For Principal applicants: "Share an experience where you had to simultaneously uphold human rights, ensure well-being, and provide equitable education. How did you balance these priorities, and what did this experience teach you about complex decision-making in educational leadership? What was the impact of your leadership actions and how will this influence your leadership as a principal?"

For Vice Principal applicants: "Can you discuss a challenging scenario where you had to address issues of inequity and student well-being? How did you navigate this situation, and what did it teach you about balancing diverse needs in a school environment? What was the impact of your leadership actions and how will this influence your leadership as a vice principal?"

Deadline for submission: Monday, March 24, 2025, by 12:00 p.m.



Preparation Sessions- March 17, 2025 (4:30 p.m. - 6:00 p.m. - HWDSB Board Office - 20 Education Court, Hamilton)

All interested internal and external candidates are encouraged to attend the initial prep session to learn more about HWDSB, our Strategic Plan (2023 – 2028), our Equity Action Plan, the Indigenous Education Circle Strategic Action Plan (IECSAP) 2021-2025 and our promotion process. We look forward to welcoming you. Further sessions will be planned throughout the year as the application process is open all year for all four positions. To register for the preparation sessions please click the registration link [REGISTRATION](#)

Returning Applicants

Candidates who applied in previous rounds of the Promotion Process are welcome to resubmit their application package. Within their application package, candidates should articulate how they have grown in their leadership and/or addressed feedback received from previous application cycles.

Applicant Self-Identification Form

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices. We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 1 year after the job posting for candidates not selected for an interview and 6 years after the job posting for candidates interviewed, in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form, please contact humanresources@hwdsb.on.ca.

Promotion Process Critical Timelines

ACTIVITY	DATE
<p>Candidate applications must be submitted to Apply to Education and contain the following information:</p> <ul style="list-style-type: none"> • Cover letter (one-page maximum) • Resume (three-page maximum) • Leadership Reflection Document (two-page maximum) • References - contact information of three professional references, of which, one may be a community reference. We encourage you to include your current supervisor. • Please add your references to your Apply to Education profile 	March 24, 2025, by 12:00 p.m.
Human Resource Services will distribute application packages to Executive Council for review. A team from the Executive Council will review the application packages, on a bi-monthly basis, and the reference checks and then shortlist for interviews.	March 31, 2025
Human Resources will contact recommended candidates to schedule interviews.	April 7, 2025
INTERVIEWS: Interview teams will consist of two Superintendents, and may also include: a current Principal, and staff from other HWDSB departments including Human Resources.	Week of April 14-17, 2025
All references listed on the candidate's application package will be sent a confidential reference check.	Week of April 22-25, 2025
Executive Council will review and finalize list of successful candidates followed by notification to all candidates.	April 28-May 1, 2025
System communication of successful candidates	May, 2025
Placement notification by Executive Council	As required

Employment Equity Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings, and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity, and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g., First Nations, Métis and Inuit peoples).



- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin (e.g., Black and racialized communities, immigrant communities, etc.).
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women.
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e., Two-spirit and LGBTQIA+).

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary

questionnaire that collects identity-based information. The voluntary questionnaire is on the Apply to Education application page for this position.

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Land Acknowledgement

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully, and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation, and the Six Nations of the Grand River.