

| | |
|--|---|
| Selection and Appointment of Positions of Academic Administrative Responsibilities | |
| Adopted: December 17, 2002 | Last Reviewed/Revised: October 2, 2023 |
| Next Scheduled Review: 2026-2027 | |
| Associated Policies & Procedures: III-11 Hiring and Promotion Policy, Academic and Non-Academic Personnel I-02 Records and Information Management I-16 Records Management Under MFIPPA VI-82 Records and Information Management Procedure III-12 Academic Promotion II-45 Equity and Inclusive Education | |

Purpose

To provide a consistent system-wide process for the selection and appointment of Positions of Academic Administrative Responsibilities (PAAR), under the jurisdiction of the Halton Catholic District School Board (HCDSB).

This policy further serves to support the development of a strong and diverse workforce to best serve the needs of students and communities within HCDSB.

Application and Scope

This procedure is intended for all employees of HCDSB who participate in HCDSB's selection and recommendation process of Positions of Academic Administrative Responsibilities appointments.

HCDSB expects Superintendents, other Supervisory Officer positions, Assistant Superintendents, Principals, Vice Principals, and all those employees in positions of responsibility and leadership to:

- demonstrate a commitment to Gospel Values, to Catholic Education, and reflect the characteristics, attributes, and competencies described within the *Profile for Effective Catholic Leadership*.
- act as an appropriate role model within the Catholic school community, both in and out of the work environment
- foster and promote the spiritual, religious, intellectual, aesthetic, physical and social growth of all students.

This expectation is enhanced through the appointment of quality personnel who understand and endorse the philosophy of Catholic Education.

References

[Ontario Human Rights Code](#)

[PPM 165](#)

Requirements

Job Postings:

The Superintendent, Human Resources Services shall ensure that advertisements for openings for PAARs shall be posted:

1. as needed and directed by the Director of Education or designate;
2. internally, externally, as appropriate, under the direction of the Director of Education or designate;
3. ensuring that closing of the postings must not be less than three (3) weeks (15 school days) from the initial posting date for external postings and one (1) week (5 school days) for internal postings.

Eligibility/Application:

The eligibility of a candidate to be considered for the interview component of the selection process will be determined in accordance with the following screening criteria, consistent with PPM 165, the *Ontario Human Rights Code*, and the denominational rights of Catholic school boards:

- the candidate has provided proof, in their application, of having met the minimum requirements outlined in the job posting, by the determined posting deadline;
- the candidate has a positive and current (dated within the last 12 months) letter of pastoral reference for a leadership position in Catholic education;
- Human Resources Services, in consultation with Senior Staff, may determine the number of candidates to be interviewed based on:
 - i. system needs;
 - ii. candidate track record of leadership experiences based on the Halton Catholic District School Board Profile of an Effective Catholic Leader, as presented in a professional portfolio; and,
 - iii. Leadership Candidate Profile (including signatures from the current Supervisor and current Supervising Superintendent).

Panel Memberships:

The Director of Education has the right to be a member of any of the following panels. It is required that all interview panel members must review Human Resources Services' bias-free interview and hiring documentation prior to participating in any interview:

Vice Principal – Elementary:

- Up to three (3) Superintendents of Education as determined by the Director of Education;
- Superintendent, Human Resources Services, or designate;

Vice Principal – Secondary:

- Up to three (3) Superintendents of Education as determined by the Director of Education;
- Superintendent, Human Resources Services, or designate;

Principal – Elementary:

- Up to three (3) Superintendents, as determined by the Director of Education;
- Superintendent, Human Resources Services or designate.

Principal – Secondary:

- Up to three (3) Superintendents, as determined by the Director of Education
- Superintendent, Human Resources Services or designate.

Assistant Superintendent:

- Director of Education;
- A Superintendent, as appropriate to the type of position appointed by the Director of Education;
- Superintendent, Human Resources Services, or designate;
- Three (3) Trustee representatives, at the discretion of the Director of Education.

Superintendent of Education:

- Director of Education;
- A Superintendent, as appropriate to the type of position, appointed by the Director of Education;
- Superintendent, Human Resources Services, or designate;
- Three (3) Trustee representatives, at the discretion of the Director of Education.

Consideration Process:

Discernment and Self Identification:

Self-Assessment of the strengths and weaknesses and experiences that the candidate has had throughout their career by using the Catholic Leadership Self-Assessment Tool and the Portfolio to map out their leadership readiness. The Candidate will seek recommendation from their current supervisor. The supervisor will use the Leadership Candidate Profile as a guideline for discussion.

Selection Criteria for PAAR Positions:

- a) Interview Score/Result
- b) Profile for Effective Catholic Leadership
- c) Résumé package and portfolio



In general, the panel will come to a consensus on the top candidate(s) to be recommended to the Director of Education for appointment and are to be communicated to the Board of Trustees for information, unless otherwise stated below.

1. The recommendation(s) of the Selection Committee will be submitted by the Superintendent, Human Resources Services to the Director of Education for approval.
2. The Director of Education may meet with the recommended candidate(s) to discuss the system's expectations for Principals and Vice-Principals and to further ascertain each candidate's commitment to those expectations. Where this commitment is not evident or forthcoming, the Selection Committee shall be so notified and the candidate's name removed.
3. Human Resources Services will create a pool (list) of qualified Principals and Vice Principal candidates. Persons assigned to the Pool(s) will not be ranked. Persons may be appointed on a permanent or temporary basis. Notwithstanding, there is no guarantee of appointment from any Pool. Pools are managed at the sole discretion of the Director of Education or designate.
4. Pools for Principals and Vice Principals established by the Selection Committee will be expanded from time to time, at the discretion of the Director of Education or designate, as a result of interviews conducted by the Selection Committee. Persons not selected for appointment from the pools within and up to a three-year period will be required to re-apply for available openings, with an option to extend for one additional year at the Director or designate's discretion.
5. The frequency of the interview/selection process for any PAAR position will be on an "as-needs" basis as determined by the Director of Education or designate. Positions of Academic Administrative Responsibility are at the complete discretion of the Halton Catholic District School Board.
6. For Supervisory Officer and Executive Officer competitions, the Director of Education will present the name of the selected candidate to the Board of Trustees for approval, in camera.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board