


**Windsor-Essex Catholic District School Board**



Section: Human Resources

**POLICY H: 07 Selection Process  
Principals and Vice-Principals**

<b>NUMBER:</b>	H: 07
<b>EFFECTIVE:</b>	Dec. 15, 1998
<b>AMENDED:</b>	April 22, 2003 Feb. 22, 2011
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2014-2015

## **1.0 OBJECTIVE:**

- 1.1 It is the policy of the Windsor-Essex Catholic District School Board (the Board) to seek Catholic principals and vice-principals who have the qualifications and demonstrated Catholic faith commitment to provide strong leadership to the Catholic school communities and to the Board.

## **2.0 GUIDING PRINCIPLES:**

- 2.1 The Board, in keeping with its mission, vision and goals, shall demand of its staff holding principal and vice-principal positions that they be qualified educators and practicing Catholics who are individuals of faith, vision, commitment and leadership.
- 2.2 Catholic principals and vice-principals are central figures within the leadership of the Board. They represent and effect our mission daily within each school community. The Board expects a personal faith commitment as a fundamental criterion for leadership in Catholic education and this commitment shall be evident in the candidates' involvement within their community and/or parish.

## **3.0 SPECIFIC DIRECTIVES:**

- 3.1 The selection process of principals and vice-principals shall seek evidence of strength in various leadership areas and shall include the following criteria: qualifications, knowledge and skill in providing for student achievement, and demonstrated leadership experience in the faith community.
- 3.2 The selection process shall assess certain competencies including mastery of teaching styles and student learning styles. Effective communication, both oral and written, combined with positive human relations shall be required skills as well as an effective managerial and administrative manner and well-developed organization skills.
- 3.3 The Director of Education is authorized and directed to establish the necessary principal/vice-principal positions and to arrange for the selection and placement of staff within the limits of the Board's budget and the provincial funding model.
- 3.4 The Director shall develop effective principal and vice-principal selection and placement procedures that comply with the Education Act and its Regulations, this Board Policy and allow for consideration of the views of school councils.

**4.0 RESPONSIBILITY:**

- 4.1 The Director shall be responsible for the implementation of this policy and all supporting procedures.

**5.0 REVIEW AND EVALUATION:**

- 5.1 This effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 5.2 The policy shall be reviewed during the 2014-2015 policy review cycle.

**6.0 REFERENCES:**

Education Act, Regulation 298, s. 9  
Ontario Regulation 612/00, School Councils  
Ontario Regulation 298 - Operation of Schools General  
Employment Standards Act  
Ontario College of Teachers Act  
Ontario Regulation 184/97 - Teachers' Qualifications  
Municipal Freedom of Information and Protection of Privacy Act  
School Councils: A Guide for Members (Ministry of Education, 2002)

Other related policies of the Board which support this policy are:

Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
Policy H: 01 Staff Performance Management  
    Procedure Pr H: 01B Principal/Vice-Principal Performance Management  
Policy H:05 Hiring Procedures – Administration and Support Staff  
Policy H: 15 Transfer of Principals and Vice-Principals  
Procedure Pr H: 07 Selection Procedures for Principals and Vice-Principals