



Niagara Catholic District School Board  
**CATHOLIC LEADERSHIP: PRINCIPAL AND  
VICE-PRINCIPAL SELECTION**  
ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

No 202.2

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In keeping with the Mission, Vision and Values, of the Niagara Catholic District School Board, the following are the Administrative Operational Procedures for the Catholic Leadership: Principal and Vice-Principal Selection.

## PREAMBLE

The Niagara Catholic District School Board recognizes that Catholic principals/vice-principals who model Catholic values and teachings in their own lives are vital to the success of Niagara Catholic schools. The responsibility of the principal/vice-principal as a faith leader is the cultivation of a strong Catholic culture and identity within the school. This includes creating an environment that is welcoming and inclusive to students, staff, families and supports the diversity of the school community.

The Niagara Catholic District School Board is committed to ensuring that all Catholic principal/vice-principal leadership positions within the Board are held by experienced, skilled and qualified individuals who demonstrate a commitment to Catholic education, the teachings of the Catholic church and the mission, vision and values of the Niagara Catholic District School Board. Qualified internal and external applicants are invited to apply for Catholic leadership positions in the Niagara Catholic District School Board. In accordance with 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.

The Administrative Operational Procedures outline the criteria, qualifications, application and selection process for individuals aspiring to become a Catholic leader in the Niagara Catholic District School Board.

## NOTIFICATION OF CATHOLIC LEADERSHIP POSITIONS

The Board is committed to ethical, fair, and transparent practices when hiring and promoting internal and external candidates.

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will consult with the Board of Trustees on the skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

In consultation with the Director of Education, notification of Catholic leadership positions in the Niagara Catholic District School Board will be prepared by and posted through Human Resources Services.

## PRINCIPAL QUALIFICATIONS

Individuals interested in applying to a Catholic principal leadership position in the Niagara Catholic District School Board are required to:

- be in good standing with the Ontario College of Teachers (OCT)
- have a minimum of five years successful teaching experience and acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)

- have a positive recommendation from the applicant’s immediate supervisor on the Leadership Candidate Profile/Supervisor’s Attestation Form
- be a participating member of a Catholic community as attested by a parish priest
- successful completion of:
  1. Religious Education Qualifications  
Part III Specialist of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part II of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
  2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
  3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications *or* Part I of the Special Education Qualification Course as per the Ontario College of Teachers Qualifications and the Special Education – Autism Additional Qualification course for Administrators.
- Preference will be given applicants with the following:
  - Previous experience in an administrative role.
  - Successful completion of the Principal Discernment Program or an equivalent leadership program.

## VICE-PRINCIPAL QUALIFICATIONS

Individuals interested in applying to a Catholic vice-principal leadership position in the Niagara Catholic District School Board are required to:

- be in good standing with the Ontario College of Teachers (OCT)
- have a minimum of five years successful teaching experience and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
- have a positive recommendation from the applicant’s immediate supervisor on the Leadership Candidate Profile/Supervisor’s Attestation Form
- be a participating member of a Catholic community as attested by a parish priest

Prior to being appointed to an administrative position the candidate must successfully complete:

1. Part II of the OECTA/OCSTA Religion course or equivalent course  
*or*  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
*or*  
Part I of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Qualification Course as per the Ontario College of Teachers Qualifications *or* completion of the Special Education – Autism Additional Qualification course for Administrators will be required prior to assuming the position.

Preference will be given applicants with the following:

- Successful completion of the Principal Discernment Program or an equivalent leadership program.

## APPLICATION PROCESS

### STEP 1

- Applicants interested in a Catholic principal/vice-principal leadership position should inform their immediate supervisor of their intent and have a robust conversation about their leadership competencies and pathway.
- The applicant shall provide their immediate supervisor with their application package and the appropriate Leadership Candidate Profile/ Supervisor's Attestation Form for review and further discussion on the readiness of the applicant.
- The immediate supervisor will complete and submit the Leadership Candidate Profile/ Supervisor's Attestation Form directly to the Executive Officer of Human Resources Services on behalf of the applicant.

### STEP 2

Applicants are to submit the following documentation through Apply to Education:

- A completed Application for Administrative Position Form.
- A written pastoral reference (dated within two years).
- A current copy of the applicant's Ontario Certificate of Qualification (OCT).
- A copy of the applicant's most recent Performance Appraisal.

### STEP 3

The Executive Officer of Human Resources Services, in consultation with Senior Administrative Council, will review all Leadership Candidate Profiles/Supervisor's Attestation forms and applications to determine which applicants shall be considered for an interview.

### STEP 4

The Executive Officer of Human Resources Services will invite successful applicants to participate in the interview process.

The Executive Officer of Human Resources Services will also contact the unsuccessful applicants and coordinate a debrief upon request by the applicant.

## INTERVIEW PROCESS

Successful applicants will be invited to participate in the interview process with the Interview Committee.

The Interview Committee shall consist of the following:

- Chair of the Committee: Executive Officer of Human Resources Services
- Members of Senior Administrative Council
- Elementary and Secondary Principals and/or Vice-Principals (as applicable)

### Step 1

Members of the Interview Committee will be provided with a copy of each applicants' application package and will be present for all interviews.

Interview questions will focus on the Ontario Catholic Leadership Framework: Catholic School Level Leadership:

- Catholic Faith, Community and Culture
- Setting Directions

- Building Relationships and Developing People
- Developing the Organization to Support Desired Practices
- Improving the Instructional Program
- Securing Accountability

### Step 2

- The Interview Committee will provide a ranking for each applicant based on all stages of the selection process: application, referees' comments and interview, and will make a recommendation to Senior Administrative Council of the successful candidates to proceed to the Principal/ Vice-Principal Pools.
- The Interview Committee must not disclose information about the progress of the process, content of the panel discussion or disclose any information about any applicant to anyone outside the interview committee. Confidentiality must be observed during and after the selection process.

### Step 3

- Senior Administrative Council will review the results of the interview process and will make a recommendation to the Director of Education.
- The Director of Education will make the final decision, and will provide the names of the candidates who will proceed to the Principal/Vice-Principal Pools to the Board (In-Camera).
- The Executive Officer of Human Resources Services will contact unsuccessful applicants and shall coordinate a debrief upon the request of the applicant.

## CONFLICT OF INTEREST

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a Catholic principal/vice-principal leadership position with the Niagara Catholic District School Board.

A Conflict of Interest will be declared to either the Superintendent of Education/Executive Officer of Human Resources Services or to the Director of Education, who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

## APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS

1. Appointments and assignments as principal or vice-principal will be made by the Director of Education:
  - in consultation with Senior Administrative Council,
  - in consideration of the Principal Profile as submitted by the Catholic School Council, and
  - in consultation with the Chair of the Board, Vice-Chair of the Board and the local Trustee(s).
2. Appointments and assignments will be reported to the Board.
3. Principal/Vice-Principal appointments shall be subject to a one year probationary term.
4. Individuals that have not been assigned/appointed from the Principal/Vice-Principal Pools within a two-year period will be required to re-apply.

### References

- [\*Accessibility for Ontarians with Disabilities Act, 2005\*](#)
- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Student Achievement and School Board Governance Act, 2009\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment\*](#)
- [\*Ontario Leadership Strategy\*](#)
- [\*Ontario Human Rights Code\*](#)

- [\*Policy/Program Memorandum \(PPM\) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010\*](#)
- [\*Principal and Vice-Principal Performance Appraisal\*](#)
- [\*Principal's Qualifications Program Guidelines, Ontario College of Teachers, June 2023\*](#)
- [\*Evaluation Cycle\*](#)
- [\*Niagara Catholic District School Board Policy/Procedures\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)

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