Niagara Catholic District School Board

CATHOLIC LEADERSHIP: PRINCIPAL AND VIE-PRINCIPAL SELECTION

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources **Policy No. 202.2**

Adopted Date: April 28, 1998 Latest Reviewed/Revised Date: September 8, 2026

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.

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 Chief Executive Officer 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 Chief Executive Officer, 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 **one-year** successful experience as a vice-principal at the time of application
- have a minimum of one-year experience in the panel in which they are applying
- be a participating member of a Catholic community as attested by a parish priest through the submission of *either of the following:* The Priest Reference Form (dated within two years)

Parish Priest Attestation Form

OR a written Pastoral Reference Letter (dated within two years)

- 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 1 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 to applicants with the following:
    1. Previous experience in an administrative role.
    2. Successful completion of the Board 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 applicant 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 1 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 to applicants with the following:

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

This application process does not preclude the ability to pivot to an alternate interview process as approved by the Chief Executive Officer.

PROCESS FOR APPLYING TO A CATHOLIC LEADERSHIP PRINCIPAL POSITION

Step 1: The vice-principal requests a meeting with their principal to have a conversation about their intention of pursuing the role of the principal.

Where appropriate, vice-principals who are serving in their first year at a school may have a conversation about their intention of pursuing the role of the principal with the principal of their previous school assignment.

Step 2: The principal will use the *Leadership Candidate Profile/ Supervisor's Attestation Form* to guide the conversation about the vice-principal's experiences and leadership journey. This form is not to be submitted.

Step 3: The principal will decide whether to support the vice-principal and recommend to the Family of Schools' Superintendent for consideration.

Step 4: The Family of Schools' Superintendent will meet with the principal to discuss the vice-principal's candidacy.

Step 5: The Family of Schools' Superintendent will meet with the vice-principal to discuss their leadership experiences.

The Family of Schools' Superintendent can use the "Attestation Form" to guide a discussion. The Family of Schools' Superintendent will decide whether to support a recommendation to Senior Administration.

*Candidates must receive support from both the Principal and Family of Schools' Superintendent to move forward in the selection process. *

Step 6: The vice-principal will submit to the Family of Schools' Superintendent:

- A *Leadership Letter of Intent*, signed by the principal;
- a copy of the Priest Reference Form or a written Pastoral Reference (dated within two years)

A *Leadership Letter of Intent* should detail the leadership growth of the vice-principal in the areas of:

- Building relationships and leading people
- Conflict Resolution
- Curriculum leadership
- Faith Leadership and Development
- Problem solving

Note: A *Leadership Letter of Intent* should be a minimum of two pages to a maximum of three pages in length.

Step 7: The Family of Schools' Superintendent will present the applicant to Senior Administrative Council and provide copies of:

- the *Leadership Letter of Intent*, signed by the principal and Family of Schools' Superintendent
- and a copy of the Priest Reference Form or a written Pastoral Reference

Step 8: Successful and unsuccessful candidates will be notified by the Chief Executive Officer.

PROCESS FOR APPLYING TO A CATHOLIC LEADERSHIP VICE-PRINCIPAL POSITION

Step 1

- Applicants interested in a Catholic vice-principal leadership position should inform their immediate supervisor of their intent and have a robust conversation about their leadership competencies and pathway. This discussion should take place throughout the school year and not be limited to the time of the application.
- The applicant will 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 have a meeting with the Family of Schools' Superintendent about the applicant's readiness for the role of vice-principal.
- The immediate supervisor will complete and submit the Leadership Candidate Profile/Supervisor's Attestation Form directly to the Chief Human Resource and Communications Officer on behalf of the applicant.
- The Leadership Candidate Profile/Supervisor's Attestation Form will be signed by both the Principal and the Family of Schools' Superintendent.
- Endorsement by the principal *is required* for the applicant to proceed to the next step.

Step 2

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

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

Step 3

The Chief Human Resource and Communications Officer, 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.

- The Family of Schools' will present the applicants that they endorse to the Senior Administrative Council for consideration.
- The Chief Human Resource and Communications Officer will invite those applicants for consideration to meet with the Senior Administrative Council for an informal discussion of their leadership journey.

Step 4

The Chief Human Resource and Communications Officer will invite successful applicants to participate in the interview process.

The recommendations of the Selection Committee will be presented to the Senior Administrative Council for further review and approval from the Chief Executive Officer. The applicant's Family of Schools' Superintendent will contact the successful and unsuccessful applicants and coordinate a debriefing upon request by 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 Family of Schools' Superintendent of Education/Chief Human Resource and Communications Officer or to the Chief Executive Officer, 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/vice-principal will be made by the Chief Executive Officer:
   - 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. Successful candidates will be assigned to the Vice-Principal Pool for a *two-year period*. If a candidate is unassigned to a vice-principal position during this time, they will be required to re-apply.
5. Successful candidates will be assigned to the Principal Pool, and will remain in the pool at the discretion of the Chief Executive Officer, until they are successfully appointed to a principal position.

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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