

The Resume Review and Principal/Superintendent Joint Recommendation Process

4.1 Resume Review Process Prior to Meeting with the Principal Candidate

- 4.1.1 Each resume is reviewed by the Principal and the Learning Network Superintendent of Education.
- 4.1.2 For external applicants, the assigned Superintendent of Education will review the resume.
- 4.1.3 Applicants with a central assignment will have their resume reviewed by their Centrally Assigned Principal and their Centrally Assigned Superintendent/Executive Superintendent/Associate Director.

4.2 Principal/Superintendent Joint Recommendation Process for Principal Candidates

- 4.2.1 The referee team is comprised of the Principal/immediate supervisor named on the applicant's Referees Form and the applicant's current Superintendent.
- 4.2.2 The applicant presents, in person, their resume to the referee team.
- 4.2.3 In cases where the applicant has named additional referees the referees will work together to make a recommendation. (e.g. In cases where the applicant has worked with the current principal/immediate supervisor for less than one school year, the previous principal/immediate supervisor may be identified as an additional referee.)
- 4.2.4 Prior to the Reference Check Assessment, Principals will normally pre-meet with the applicant providing the applicant with an opportunity to review their experience related to what they have done to meet each of the competencies.
- 4.2.5 For external applicants, the assigned TDSB Superintendent will have had a conversation with the reference (usually the current Principal and Superintendent of Education) named on the applicant's Notice of Intent to Apply.
- 4.2.6 The Principal will assess each of the practices in the Leadership Practices Tool and Framework for Resume Validation (Appendix B) the TDSB indicators, where applicable and the TDSB Equity Leadership Competencies. After assessing each of the practices and indicators, the Principal will assess the level at which the applicant consistently performs and give the rating appropriate for that level. The Leadership Practices Tool and Framework for Resume Validation is intended to guide and support the candidate as they reflect on their leadership experiences and impact. There is no expectation that candidates complete the template and submit it to their Principal or the Superintendent.
- 4.2.7 The Superintendent completes the "Superintendent's Reference Notes for Principal Applicants" (Appendix F). This form is the vehicle for their note-taking on the following:
 - a) Any contributions made by the applicant at the school, Learning Network level, the Learning Centre level, the system level or beyond;
 - b) Demonstrations of leadership of which the Superintendent has direct knowledge/evidence; and
 - c) Comments from the Superintendent on the quality of the contributions and evidence of impact cited.

- 4.2.8 The Principal(s)/immediate supervisor(s) and the Superintendent(s) named as the referees determine a recommendation as to whether the applicant is “ready” or is “not ready” for the position for which application has been made.
- 4.2.9 Learning Centre Confirmation: Prior to making a final determination on whether the applicant is “ready” or is “not ready” the Superintendent will meet with their Executive Superintendent and other Superintendents in their Learning Centre to review evidence of impact that the candidate has demonstrated from an anti-oppression, anti-racism, equity stance.
- 4.2.10 A final determination will be made as to whether the applicant is “ready” or is “not ready” for the position for which application has been made. The Superintendent submits the Principal/Supervisory Officer Reference Joint Recommendation (Appendix G) to the Employee Services Administrator.

4.3 Determining Which Applicants Proceed to the Principal Dialogue

- 4.3.1 If an applicant is assessed as “ready” through the Principal/Superintendent reference, the candidate **proceeds** to the Principal Dialogue.
- 4.3.2 If the applicant is assessed as “not ready” through the Principal/Superintendent reference, the candidate **cannot** proceed to the Principal Dialogue.

4.4 Notification of Applicants

- 4.4.1 Superintendents will submit the Principal/Superintendent Joint Recommendation Form (Appendix G) results of the resume validation and reference check process for their applicants to the Employee Services Administrator.
- 4.4.2 The Employee Services Administrator will review the results and validate those applicants proceeding to the interview.
- 4.4.3 The Employee Services Administrator will advise the Superintendent to contact their applicants with the results of the Principal/Superintendent Joint Recommendation Process.

4.5 Feedback for Unsuccessful Applicants

- 4.5.1 Feedback on the results of the Principal/Superintendent Joint Recommendation Process will be given to unsuccessful applicants by the applicant’s Superintendent.
- 4.5.2 This feedback on the Principal/Superintendent Joint Recommendation Process will be given at the request of the applicant, through their Superintendent, and will be provided within eight weeks of the results of the Principal/Superintendent Joint Recommendation Process being known, if possible and practical.