Selection, Promotion and Placement Process

for School Based Principals and Vice-Principals

# Timelines for 2016-2017 School Year

# REVISED

**Principal Volunteer Recruitment:**

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| **Date/Time** | **Details** |
| Monday, September 26, 2016 | Request for Principal volunteers for interviewing |
| Friday, October 7, 2016 | Principal volunteer responses due |

**Fall 2016 Cycle – Transfer and Placement Process:**

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| **Date/Time** | **Details** |
| Monday, September 26, 2016 | **Posting of Transfer Request materials** tocurrent principals and vice-principals interested in a transfer for January/Semester 2 |
| Friday, October 7, 2016 (12:00 noon) | **Deadline for Transfer Requests and Promotion materials submission**  |
| Tuesday, November 1, 2016 | Transfer and Placement materials prepared |
| Thursday, November 3, 2016 Thursday, November 10, 2016Thursday, November 17, 2016Thursday, November 24, 2016 (pm only)Thursday, December 1, 2016\*Thursday, December 8, 2016Thursday, December 15, 2016 (pm only) | **Transfer and Placement Meetings**5050 Yonge – Boardroom and Committee Room A  (or Committee Room B as noted)\*1 Civic Centre-Boardroom and Trustees Lounge |

**Spring 2017 Cycle – The Pre-Interview Process:**

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| **Date/Time** | **Details** |
| Monday, November 21, 2016 | Posting of Notice of Intent to Apply |
| Friday, December 2, 2016 | Deadline for Submission of Notice of Intent to Apply |
| Tuesday, December 6, 2016(4:30 pm) | **Information Session for Candidates**York Mills CI, Cafeteria490 York Mills Road |
| Wednesday, January 11, 2017(9:00 am – 11:00 am OR 1:00 pm – 3:00 pm) | **Resume Validation Training for** **Principal Volunteers** 17 Fairmeadow Avenue, Gymnasium  |
| Friday, January 13, 2017(12:00 noon) | Candidate Application package submission deadline (including Written Reference statement from external applicants) |
| Monday, January 16 to Monday, January 30, 2017 | Resume Validation and Reference Check process |
| Monday, January 30, 2017(12:00 noon) | Joint Recommendation forms and Resume Summative Reports sent to Employee Services from Superintendents |
| Tuesday, January 31, 2017 | Confirm candidate Resume/Reference results with SOE’s  |
| Wednesday, February 1, 2017 | Candidates informed of Resume/Reference results by SOE’s |

**Spring 2017 Cycle – The Interview Process:**

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| **Date/Time** | **Details** |
| Tuesday, February 7, 2017(9:00 am – 11:00 am OR 1:00 pm – 3:00 pm) | **Interview Training for** **Principal Volunteers** 17 Fairmeadow Avenue, Gymnasium |
| Wednesday, February 15, 2017(4:30 pm – 6:30 pm) | **Interview PD for Candidates**York Mills CI, Titan Hall 490 York Mills Road |
| Thursday, February 23, 2017Tuesday, March 7, 2017 – revisedThursday, March 9, 2017 – revised  | **Interview Dates:**1 Civic Centre Court(Superintendents and Principal Volunteers will need to reserve all these days) |
| Friday, March 10, 2017 – revised | Candidates informed of interview results |

**Spring 2017 Cycle – Transfer and Placement Process:**

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| **Date/Time** | **Details** |
| Monday, January 9, 2017 | **Posting of Transfer Request materials** tocurrent principals and vice-principals interested in a transfer for Spring 2017 Cycle. |
| Friday, January 20, 2017(12:00 noon) | **Deadline for Transfer Requests and Promotion materials submission** |
| Tuesday, March 21, 2017 – revised (4:30 pm)   | **Meeting for all candidates on the Promotion Lists** (both the new additions and those remaining on the lists)Northview Heights SS, Cafeteria550 Finch Avenue West |
| Friday, March 24, 2017 – revised(12:00 noon)  | Promotion materials from new candidates due |
| Tuesday, April 18, 2017 | Transfer and Placement materials prepared |
| Thursday, April 20, 2017Thursday, April 27, 2017Thursday, May 4, 2017Thursday, May 11, 2017Thursday, May 18, 2017Thursday, May 25, 2017Thursday, June 1, 2017Thursday, June 8, 2017Thursday, June 15, 2017Thursday, June 22, 2017 | **Transfer and Placement Meetings**5050 Yonge – Boardroom and Committee Room A  (or Committee Room B as noted) |