

Transfer and Placement Process
for School Based Principals and Vice-Principals

Timelines for 2023-2024 School Year

Fall 2023 Cycle – The Pre-Interview Process Teacher to Vice-Principal:

Date/Time	Details
Wednesday, September 6, 2023	Posting of Notice of Intent to Apply
Wednesday, September 20, 2023 (12:00 noon)	Deadline for Submission of Notice of Intent to Apply
Tuesday, September 26, 2023 (4:30pm – 6:30pm)	Information Session for Candidates for Fall 2023 Promotion Selection Process Virtual Link to be shared
Friday, September 29, 2023 (12:00 noon)	Candidate Application package submission deadline (including Written Reference Statement from external applicants)
Wednesday, October 4, 2023 to Friday, October 20, 2023	Principal/Superintendent Validation Process
Monday, October 23, 2023 (12:00 noon)	Joint Recommendation forms and Resume Results sent to Employee Services from Superintendents
Tuesday, October 24, 2023	Confirm candidate Validation Results with SOE's
Wednesday, October 25, 2023	Candidates informed of the Validation Process by SOE's

Fall 2023 Cycle – The Interview Process Teacher to Vice-Principal:

Date/Time	Details
Monday, October 30, 2023 (4:30pm – 6:30pm)	Interview PD for Candidates Virtual Link to be shared
Tuesday, November 7, 2023	Elementary Interview Date: Location: Virtual Interviews (Superintendents and Principal Volunteers will need to reserve this day)
Thursday, November 9, 2023	Secondary Interview Date: Location: Virtual Interviews (Superintendents and Principal Volunteers will need to reserve this day)
Monday, November 13, 2023	Employee Services will confirm Interview Results with Superintendents by email
Tuesday, November 14, 2023	Candidates informed of Interview results by SOE
Monday, November 20, 2023 (4:30pm – 5:30pm)	Meeting for Candidates on the Promotion Lists (new additions to the list) – Virtual Session – Virtual Link to be shared

Fall 2023 Cycle – Transfer and Placement Process Vice-Principal to Principal (Elementary and Secondary):

Date/Time	Details
Monday, October 16, 2023	Transfer forms available on internal website and through SOE's – for Principals and Vice-Principals interested in a transfer for January/Semester 2
Monday, October 23, 2023 (Postponed) (4:30pm – 6:30pm) New Date: Tuesday, November 14, 2023 (4:30pm – 6:30pm)	Information Session for Candidates Expressing Interest in the 2023-24 Vice-Principal to Principal Promotion Selection Process Virtual Session – link to be shared
Friday, October 27, 2023 by 4:00pm	Deadline for Transfer Requests

Spring 2024 Promotion Process for Teacher to Vice-Principal (Elementary and Secondary)

Date/Time	Details
Friday, November 3, 2023 (12:00 noon)	Posting of Notice of Intent to Apply
Friday, November 17, 2023	Deadline for Submission of Notice of Intent to Apply
Monday, November 27, 2023 (4:30pm – 6:30pm)	Information Session for Candidates for Spring 2024 Promotion Selection Process – Virtual Session – link to be shared
Monday, December 4, 2023	Request for Principal Volunteers for Interviewing (Email form to Superintendents)
Wednesday, January 10, 2024 (12:00 noon)	Candidate Application Package submission deadline (including Written Reference Statement from external applicants)
Thursday, January 11, 2024	Principal Volunteer Responses Due
Wednesday, January 10, 2024 to Thursday, January 25, 2024	Principal/Superintendent Validation Process
Friday, January 26, 2024 (12:00 noon)	Joint Recommendation forms and Resume Results sent to Employee Services from Superintendents
Monday, January 29, 2024	Confirm candidate Validation Results with SOE's
Wednesday, January 31, 2024	Candidates informed of the Validation Process by SOE's
Wednesday, January 31, 2024 (8:00am – 10:30am)	Interview Training for Principals Virtual Session – link to be shared
Monday, February 5, 2024 (6:00pm – 8:00pm)	Interview Training for Parent Volunteers – Virtual Session – link to be shared

Date/Time	Details
Wednesday, February 7, 2024 (4:30pm – 6:30pm)	Teacher to VP Interview PD for Candidates Information Session on the Interview Process Virtual Session – link to be shared
Tuesday, February 20, 2024 Thursday, February 22, 2024	Interview Dates: Location: In Person (Superintendents and Principal Volunteers will need to reserve these dates)
Monday, February 26, 2024	Employee Services will confirm Interview Results with Superintendents by email
Tuesday, February 27, 2024	Candidates informed of Interview Results
Monday, March 4, 2024 (4:30pm – 5:30pm)	Meeting for candidates on the Promotion Lists (new additions to the list) Virtual Session – link to be shared

Spring 2024 Cycle – Transfer and Placement Process Vice-Principal to Principal

Date/Time	Details
Monday, March 4, 2024	Transfer forms available on internal website and through SOE's – for Principals and Vice-Principals interested in a transfer for September 2024
Wednesday, March 6, 2024 (4:30pm – 6:30pm)	Information Session for Candidates Expressing Interest in the 2023-24 Vice-Principal to Principal Promotion Selection Process Virtual Session – link to be shared
Wednesday, April 3, 2024	Transfer forms due – for Principals and Vice-Principals interested in a transfer for September 2024