



**ELEMENTARY PRINCIPAL & VICE-PRINCIPAL
SECONDARY VICE-PRINCIPAL**

WINTER / SPRING 2025 SELECTION PROCESS TIMELINES

| DATE | ACTION |
|-----------------------------|--|
| January 10, 2025 | Post Advertisement Online <ul style="list-style-type: none"> • Communication to System Leaders |
| January 13, 2025 | Candidate Information Session <ul style="list-style-type: none"> • To be held virtually on Monday, January 13, 2025, 4:00 - 5:00 pm • Registration form located on Careers Page |
| January 21, 2025 | Application Deadline <ul style="list-style-type: none"> • Application form must be submitted online by 5:00 pm • Candidates will be notified whether or not they will be advancing to the portfolio review stage of the process no later than January 24th, 2025. |
| January 30th, 2025 | Portfolio Submission Deadline <ul style="list-style-type: none"> • Leadership portfolio must be received in Human Resources by 12:00 pm |
| February 12 & 13, 2025 | Portfolio Review Meetings |
| February 19, 2025 | Notification to Candidates <ul style="list-style-type: none"> • Proceeding or not proceeding. • Those proceeding will be provided with a Reference Form for completion. This form will be due at the same time as Case Study Submissions as indicated below. |
| February 24, 2025 | Case Study Exercise (24 hours online) <ul style="list-style-type: none"> • Candidates complete case study independently outside of regular school hours • Case study submission, and Reference Check Form, due by February 25, 2025 by 12:00 pm |
| Feb 28th - March 17th, 2025 | Reference Checks <ul style="list-style-type: none"> • For NEW applicants only |
| Feb 28th - March 7th 2025 | Case Study Evaluations |
| March 21 & 26, 2025 | Presentation and Panel Interviews |
| April 1, 2025 | Director's Executive Council <ul style="list-style-type: none"> • Approval of successful candidates. |
| April 3, 2025 | Notification to Candidates <ul style="list-style-type: none"> • Recommended or not recommended. |
| April 28 & 30, 2025 | Candidate Debriefs |