



## ELEMENTARY PRINCIPAL & VICE-PRINCIPAL/ SECONDARY PRINCIPAL

### COMPETITION TIMELINES SPRING 2021 SELECTION PROCESS

DATE	ACTION
January 18, 2021	<b>Post Advertisement Online</b> <ul style="list-style-type: none"> <li>• Communication to system Leaders.</li> </ul>
January 29, 2021	<b>Application Deadline</b> <ul style="list-style-type: none"> <li>• Application form must be submitted online by 5:00pm.</li> <li>• <i>Upon receipt of the application form, candidates will be notified whether a portfolio submission will be required.</i></li> </ul>
February 8, 2021	<b>Portfolio Submission Deadline</b> <ul style="list-style-type: none"> <li>• Leadership portfolio must be received in Human Resources by NOON.</li> <li>• References must be submitted online by 5:00pm.</li> </ul>
February 8, 2021 to March 6, 2021	<b>Reference Checks</b> <ul style="list-style-type: none"> <li>• For NEW applicants only</li> </ul>
February 17/18, 2021	<b>Portfolio Review Meetings (New Candidates)</b>
February 23, 2021	<b>School Operations Committee</b> <ul style="list-style-type: none"> <li>• Candidate long-list from portfolio review meetings.</li> </ul>
February 23, 2021	<b>Notification to Candidates (Long-List)</b> <ul style="list-style-type: none"> <li>• Proceeding or not proceeding.</li> </ul>
February 25, 2021	<b>Case Study Exercise (24 hours Online)</b> <ul style="list-style-type: none"> <li>• Candidates complete case study independently outside of regular school hours.</li> <li>• Case Study Submission due by February 26, 2021 by 12:00 pm</li> </ul>
March 2-5, 2021	<b>Case Study Evaluations</b>
March 22-26, 2021	<b>Presentation and Panel Interviews</b>
March 30, 2021	<b>Director's Executive Council</b> <ul style="list-style-type: none"> <li>• Approval of successful candidates.</li> </ul>
March 30, 2021	<b>Notification to Candidates</b> <ul style="list-style-type: none"> <li>• Recommended or not recommended.</li> </ul>
April 1, 2021	<b>Communicate Approved Recommendations</b>
April 2021	<b>Candidate Debriefs</b>