

Elementary and Secondary Principal & Vice-Principal Recruitment Fall 2026

The Thames Valley District School Board welcomes applications from individuals interested in the roles of Principal and Vice-Principal for both elementary and secondary panels. Please review the Promotional Practices process document, ***Promotional Practices 2026-2027***, found on our website, [TVDSB Administration Opportunities](#).

Thames Valley District School Board is creating a pool of qualified candidates to be eligible for positions that may become available for the current and upcoming school year, in accordance with the Independent Procedure *“Promotional Practices: Selection Procedures and Appointment of Principals and Vice-Principals”*. To review this Independent Procedure, please go to the following link: [Independent Procedure](#). We welcome applications from individuals representing a wide range of identities, perspectives, and diverse lived experiences. Experience working with Indigenous students, their families, and communities is valued.

QUALIFICATIONS - PRINCIPAL

Candidates considering applying for a position of Principal will:

- have Principal's Qualification Parts 1 and 2 (PQP1 and PQP2) completed at time of application;
- presently hold a leadership position such as Vice-Principal, or other position deemed equivalent by the Readiness for Interview Process Committee; and
- have been recommended by their immediate supervisor(s).

QUALIFICATIONS – VICE-PRINCIPAL

Candidates considering applying for a position of Vice-Principal will:

- have experience as a teacher, learning coordinator/teacher on special assignment, or other positions deemed equivalent by the Readiness for Interview Process Committee;
- at the time of application to the position of Vice-Principal, be enrolled in or have completed the Principal's Qualification Program Part 1 (PQP1) and must commit to enrol in the next available Principal's Qualification Program Part 2 (PQP2) course;
- have proven leadership effectiveness at the school level; and
- have been recommended by their immediate supervisor(s).

Please note, should an applicant have only completed PQP1, the individual will be considered an Acting Vice-Principal at the time of appointment to the position of Vice-Principal until the applicant successfully completes PQP2. Failure to meet the Principal's Qualification Program requirements may result in the applicant returning to a classroom, and/or may have an impact on moving forward through the Promotional Practices process.

Application Phase – Your application package **must** include the following:

1. A one-page cover letter that outlines your philosophy of educational leadership;
2. Resumé, no more than two pages, outlining teaching experience and education details and contact information;
3. A PDF copy of your Ontario College of Teachers' profile;

4. One artifact of your work that demonstrates your instructional leadership in a school setting. Along with your artifact, please include a brief rationale explaining your work (no more than 250 words). Guiding questions for the rationale are outlined in the **Promotional Practices 2026-2027** process document found here, [TVDSB Administration Opportunities](#).
5. A list of three (3) references, including current supervisor, and their contact information (email and telephone number). Applicants are responsible to confirm the willingness of chosen references to be contacted and to ensure that these references will support their application. Where an applicant or the Supervisor has changed schools in the last twelve (12) months, alternate arrangements may be discussed with Senior Superintendent Sheila Powell.

External applicants must also provide a copy of their most recent performance appraisal. If a recent performance appraisal (within 5 years) is not available, provide a detailed professional letter of reference from two (2) current supervisors.

Please email one (1) complete PDF file, containing the package components listed above, to promotionalpractices@tvdsb.ca.

Applications are due **Monday, September 28, 2026, by 9:00 a.m.**

Candidates successful in moving to the Interview Phase will be provided additional information outlining the details and timelines for this step by October 16, 2026.

NOTE: An optional [Promotional Practices Virtual Information Session](#) will be held at 4:00 p.m. on Thursday, September 17, 2026, where the full recruitment process will be reviewed. Please join via the link above or found on our [TVDSB Administration Opportunities](#) webpage.

Questions regarding the specific nature of the position should be directed to Sheila Powell, Senior Superintendent of School Services & Operations, c/o Teresa Walker at 519-452-2000, ext. 20173, or t.walker@tvdsb.ca.

The Thames Valley District School Board is committed to equity and inclusion in the recruitment of qualified staff who reflect and support the diverse perspectives, experiences and needs of students and school communities. The Thames Valley District School Board seeks to ensure that all recruiting processes are non-discriminatory and barrier-free and will provide accommodations to applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise Teresa Walker of the nature of any accommodation(s) that you require.