

## **Elementary and Secondary Principal & Vice-Principal Recruitment Fall 2025**

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 our Promotional Practices process document, [Promotional Practices Fall 2025](#), found on our website, [TVDSB/Leadership/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 2025-2026 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](#).

The Thames Valley District school board encourages applications from candidates with diverse backgrounds.

Lived/living experiences are an asset. Experience working with Indigenous students, their families and communities within our region is an asset.

Educators who have experience learning from and working with equity-deserving communities are encouraged to share this information in their application package.

Experienced educators with strong leadership experiences and who meet the qualification requirements below, are invited to apply.

### **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, the candidate must be enrolled in or have completed the Principals' Qualification Program Part 1 (PQP1) and must commit to enrol in the next available Principals' Qualification Program Part 2 (PQP2) course;
- should applicants only hold PQP1 qualifications, 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 qualifications. Failure to meet the Principals' 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;
- have proven leadership effectiveness at the school level; and
- have been recommended by their immediate supervisor(s)

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

- a one-page cover letter
- a resumé, no more than two pages, outlining teaching experience and education details
- a PDF copy of your Ontario College of Teachers' profile
- a list of 3 references including current supervisor
- two (2) Leadership Statements as outlined in the [Promotional Practices Fall 2025](#) document

Applications are due by **9:00 a.m., Tuesday, September 30, 2025**. Please email **one (1)** PDF file, containing the package components listed above, to [promotionalpractices@tvdsb.ca](mailto:promotionalpractices@tvdsb.ca).

Candidates successful in moving to the Interview Phase will be provided additional information outlining the details and timelines for this step by October 16, 2025.

**NOTE:** An optional Promotional Practices Virtual Information Session will be held at 4:00 p.m. on Thursday, September 16, 2025, where the full recruitment process will be reviewed. Please join the virtual session via this link, [Promotional Practices Virtual Information Session September 16, 2025](#).

Questions regarding the specific nature of the position should be directed to Sheila Powell, Superintendent of Student Achievement, c/o Teresa Walker at 519-452-2000, extension 20173, or [t.walker@tvdsb.ca](mailto: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 our 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.*