

The Thames Valley District School Board welcomes applications from individuals interested in the role of Secondary Vice-Principal. Please review our Promotional Practices process document titled, *Promotional Practices Winter 2026 Document*, found on our Leadership webpage, [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 2026-2027 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 welcomes applications from individuals representing a wide range of identities, perspectives, and experiences. Lived and living experiences are recognized as meaningful contributors to effective and responsive leadership. Experience working with Indigenous students, their families, and communities is valued. Educators who have learned from and collaborated with equity-deserving communities are encouraged to highlight these experiences in their application. We invite experienced educators with demonstrated leadership skills who meet the qualification requirements outlined below to apply.

QUALIFICATIONS - VICE-PRINCIPAL

Applicants considering applying for a Vice-Principal position 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 applicant 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 individual successfully completes PQP2 qualifications. Failure to meet the Principals’ Qualification Program requirements, within 18 months of appointment, may result in the individual returning to a classroom, and/or may have an impact on moving forward through the Promotional Practices process;
- external applicants must have completed PQP2 prior to applying;
- have proven leadership effectiveness at the school level; and
- inform their current supervisor and Superintendent of their intent to apply for a Principal role.

Application Phase – Your application package must be one (1) file and include the following components:

- a one-page cover letter;
- a resumé, no more than two pages, outlining teaching experience, education details and contact information;
- two (2) Leadership Statements as outlined in the *Promotional Practices Winter 2026 Document*, posted here, [TVDSB Leadership/Administration Opportunities](#);
- a list of 3 references including current supervisor and their contact information (email and telephone). Applicants are responsible to confirm the willingness of chosen

references to be contacted and to ensure that these references will support their application;

- a copy of your Ontario College of Teachers' profile;
- **Please Note: External applicants** must also provide a copy of their most recent TPA/PPA or, if TPA/PPA is not available, provide a detailed professional letter of reference from 2 current supervisors.

Applications are due by **9:00 a.m., Friday, February 6, 2026**. Please email **one (1) PDF file**, containing the package components listed above, to 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 February 26, 2026.

NOTE: An optional Promotional Practices Virtual Information Session will be held at 4:00 p.m. on Wednesday, January 28, 2026, where the full recruitment process will be reviewed. Please join the virtual session via this link, [Promotional Practices Virtual Information Session January 28, 2026](#).

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.

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.