



## SECONDARY PRINCIPAL AND VICE-PRINCIPAL APPLICATION PROCESS

**The Thames Valley District School Board invites applications from candidates for the position of:**

### **PRINCIPAL - SECONDARY SCHOOLS VICE-PRINCIPAL – SECONDARY SCHOOLS**

The Thames Valley District School Board is currently seeking qualified applicants for the position of Secondary Principal and Secondary Vice-Principal for the 2019-2020 school year.

At the Thames Valley District School Board, *We build each student's tomorrow, every day.* TVDSB is one of the largest public school boards in Ontario with more than 9,500 dedicated staff members serving approximately 55,000 elementary and 23,000 secondary students in 161 schools and Learning Centres in urban, suburban and rural communities across an area of more than 7,000 square kilometres. The Thames Valley learning community inspires innovation, embraces diversity, and celebrates achievement - a strong foundation for all students.

The Board is creating a pool of qualified candidates to be eligible for positions which become available for the 2019-2020 school year, in accordance with its Independent Procedure "Promotional Practices: Selection Procedures and Appointment of Principals and Vice-Principals". To review this Independent Procedure, please go to the following link:

<https://www.tvdsb.ca/modules/document/document.aspx>

Experienced educators who have demonstrated strong leadership in previous positions, and who meet the qualification requirements below, are invited to apply.

#### **QUALIFICATIONS - PRINCIPAL**

Candidates making application for a position of Principal will:

- have Ontario School Principal's Certificate Parts I and II completed at time of application;
- have a Master's Degree, or commitment to complete within 7 years of appointment;
- 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 making application for a position of Vice-Principal will:

- have experience as a teacher, consultant/coordinator, 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 hold the Principal Qualification Program Part 1 (PQP 1) certification and a commitment to enrol in the next available Principal Qualification Program Part 2 (PQP 2) course;
- should you only hold the PQP 1, you will be considered an 'Acting' Vice-Principal at the time of appointment to the position of Vice-Principal until you successfully complete PQP 2 qualifications. Failure to meet the Principal Qualification Program requirements may result in you 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).



## SECONDARY PRINCIPAL AND VICE-PRINCIPAL APPLICATION PROCESS

### APPLICATION PROCESS

Interested individuals should electronically scan and attach their application as a **single pdf file** in an email to Jane Marlborough, Assistant to Superintendent Lynne Griffith-Jones, at [j.marlborough@tvdsb.ca](mailto:j.marlborough@tvdsb.ca)

**Your application must be received in the email of Jane Marlborough, no later than 9:00 am on Monday, October 28, 2019.**

The following information must be included in the application (***in the order listed below for the Interview Readiness Committee***):

1. A letter of application, which provides an introduction to the applicant as a professional learner and potential leader by highlighting leadership competencies and suitability for the position of principal or vice-principal. The letter should be addressed to: Lynne Griffith-Jones, Superintendent of Human Resources;
2. Detailed résumé;
3. Release of Information (attached);
4. Assessment of Demonstrated Leadership (attached);
5. Copy of current Ontario College of Teachers Certificate of Qualification; and
6. At least two (2) references (**listed on a separate page**) which includes most current or recent supervisor who can speak to leadership skills and current Superintendent (include name, email address and phone). Reference letters are not permitted.

~~Only those applicants selected to move forward in the process will be contacted~~

Also included in this package are the timelines for interviews and case study submissions. This is for your information only and is not part of the application package.

**An Information Session for anyone who may be considering applying will be held on Thursday, June 20, 2019 at 4:30 p.m. in the London Room, 3<sup>rd</sup> floor at the Education Centre, 1250 Dundas Street, London, Ontario.**

Candidates will be assessed using the Thames Valley District School Board's Mission, Vision and Commitment Statements and The Ontario Leadership Framework.

The Thames Valley District School Board is committed to equity in employment. Our objective is to hire qualified staff who reflect the full diversity of our communities.

**The Thames Valley District School Board values and supports individuals of all abilities. If you require an accommodation to assist you with any aspect of the hiring process, please contact Jane Marlborough for assistance.**

**Applications must be received by 9:00 am on Monday, October 28, 2019.**

**Please email ONE scanned PDF file to:**

Jane Marlborough at [j.marlborough@tvdsb.ca](mailto:j.marlborough@tvdsb.ca)



## SECONDARY PRINCIPAL AND VICE-PRINCIPAL APPLICATION PROCESS

<b>APPLICATION TIMELINES</b>		
Date	Day	
June 12, 2019	Tuesday	Internal and external job posting
June 20, 2019 4:30 – 5:30 pm	Thursday	Information Session - London Room
October 28, 2019 by 9:00 am	Monday	Full application due
October 30, 2019	Wednesday	Selected candidates notified of advancement to next steps
November 2019	Various	Phase 1 interviews (individually scheduled)
November 29, 2019	Friday	Selected Vice-Principal and Principal candidates notified of advancement to final interview and case study distributed
December 6, 2019 By 9:00 am	Friday	Vice-Principal and Principal Case Study due
December 9, 2019 4:30-5:30 pm	Monday	Interview Preparatory Workshop – London Room
December 2019 Date to be announced		Mock Interviews (conducted by OPC/TVDSB) various rooms
December 11, 2019	Wednesday	Vice-Principal Interviews – Springbank Room
December 13, 2019	Friday	Principal Interviews – Springbank Room

(Dates & locations are subject to change).

Questions regarding timelines should be directed to Jane Marlborough



## RELEASE OF INFORMATION

NAME:	DATE OF APPLICATION:
PRESENT POSITION:	TELEPHONE:
LOCATION:	CELL PHONE:
HOME ADDRESS:	
EMAIL ADDRESS:	HOME TELEPHONE:

Applicants should be aware of the following:

- ❖ The information being gathered in the Principal / Vice-Principal Selection Procedures is collected pursuant to The Education Act and The Municipal Freedom of Information and Protection of Privacy Act;
- ❖ The information obtained will be used to determine the immediate readiness of the candidate for Principal or Vice-Principal positions with The Thames Valley District School Board;
- ❖ The information obtained will be verified by appropriate personnel.

I, _____ [Name of Applicant]
consent to the disclosure of all Principal / Vice-Principal selection process information to other appropriate Board employees and Board Members for promotional purposes.
_____ [Signature of Applicant]



# ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

## PROMOTION TO PRINCIPAL / VICE-PRINCIPAL

<input type="checkbox"/>	<p>Principals' Qualifications in accordance with regulation at the time of application.</p> <p>Provide date:</p>
<input type="checkbox"/>	<p>Master of Education, completed or in progress.</p> <p>Provide date:</p>
<input type="checkbox"/>	<p>Demonstrated a wide range of educational experiences and/or grade and/or course assignments. List date(s) and location(s). Varying levels of teaching and/or administrations (elementary, secondary, post-secondary, secondments and exchanges).</p>
<input type="checkbox"/>	<p>Summary status in TVDSB LEAD Program. List activities that have been completed to this point in each level. If applicant is not a TVDSB employee, include leadership activities completed at their Board.</p>



# ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

Using *The Ontario Leadership Framework – School-level Leadership*, please use the space provided to outline experiences which demonstrate your readiness to assume a principal or vice-principal’s role. **Please do not expand the text box. Please use 10 point font.**

**1. Please outline an example which demonstrates your leadership in the area of Setting Directions**

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\_\_\_\_\_

Supervisor’s Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_

**2. Please outline an example which demonstrates your leadership in the area of Building Relationships and Developing People.**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor’s Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_



## ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

**3. Please outline an example which demonstrates your leadership in Developing the Organization to Support Desired Practices.**

Empty response area for question 3.

Supervisor's Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_

**4. Please outline an example which demonstrates your leadership in the area of Improving the Instructional Program.**

Empty response area for question 4.

Supervisor's Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_



# ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

**5. Please provide an example which demonstrates your leadership in the area of Securing Accountability.**

Empty space for providing an example of leadership in the area of Securing Accountability.

Supervisor's Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_

**6. Please provide an example which demonstrates your leadership in the area of Personal Leadership Resources.**

Empty space for providing an example of leadership in the area of Personal Leadership Resources.

Supervisor's Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_





# ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

7. Please provide an example which demonstrates your leadership in two (2) of the three (3) priority areas outlined in our Strategic Plan 2018-2021, including one example relating to Equity and Diversity.

[Empty box for providing leadership examples]

Supervisor's Signature Validating Evidence: \_\_\_\_\_

Position: \_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# ASSESSMENT OF DEMONSTRATED LEADERSHIP

NAME: \_\_\_\_\_

## I CONFIRM THE FOLLOWING REGARDING THE CANDIDATE'S APPLICATION FOR THE POSITION OF:

Secondary Principal

Secondary Vice-Principal

*Ready to apply*

*Not ready at this time*

\_\_\_\_\_  
Principal (print name)

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent (print name)

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**If the applicant has not been assessed as being "ready to apply," please document the next steps to prepare them for the role.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Manager's Signature

\_\_\_\_\_  
Date



## GUIDELINES ASSESSMENT OF DEMONSTRATED LEADERSHIP

As part of both the Elementary and Secondary Principal and Vice-Principal Application Process, candidates are required to complete an Assessment of Demonstrated Leadership. Applicants and Supervisors should note changes to the Assessment in the application for the qualified candidate pool for Principal and Vice-Principal positions for the 2019-2020 school year. The following are guidelines to support Applicants and Supervisors in their participation in the application process.

### *Overview of Assessment*

The Assessment of Demonstrated Leadership asks the applicant to indicate completion of Principals' Qualifications and progress or completion of a Masters in Education, as well as to list educational experiences and/or grade and/or course assignments, and leadership activities.

The Assessment also requires candidates to provide examples and evidence demonstrating the leadership competencies outlined in the [Ontario Leadership Framework, 2013](#) (sections 1-6). The applicant's Supervisor is required to first, validate the evidence presented by the candidate in the Assessment as demonstrating their leadership skills, and second, confirm the applicant's readiness for the position of Vice-Principal or Principal.

### *Pre-application discussions*

It is important for all potential applicants for leadership positions in the TVDSB to meet and discuss their aspirations with their Supervisor and Superintendent as soon as possible, and prior to commencing the formal application process. Through this discussion, Supervisors can assist candidates in determining readiness to apply, and in identifying the candidate's strengths and areas of needed growth. Discussions should focus on the leadership competencies outlined in [Ontario Leadership Framework, 2013](#) and the extent to which the candidate's experience demonstrates these competencies.

### *Supervisor confirmation of readiness*

The Supervisor's endorsement of the evidence presented by an applicant in sections 1-7 of the Assessment confirms the veracity of that evidence. However, in order to confirm the sufficiency of the evidence in demonstrating leadership competencies, as well as provide overall support for the applicant's promotion, a Supervisor must also sign the final page of the Assessment, confirming the applicant's readiness. A Supervisor may confirm the accuracy of the evidence presented by an applicant and nonetheless conclude that the candidate is not yet ready to move forward with the application process if the candidate has not, in the Supervisor's opinion, demonstrated the required leadership competencies.

Beginning in the Fall 2019, the Supervisor may now select one of two options to indicate their opinion of the candidate's readiness for promotion. The Supervisor may confirm the candidate's readiness to proceed with the application for promotion. The Supervisor may also indicate that the candidate is not ready to proceed with the application process at this time. It is expected that in all cases the nature and degree of support declared by a Supervisor should be discussed with the candidate upon completion of the Assessment, to ensure that the candidate has a clear understanding of the rationale, and of any areas of growth identified.

Applications will only be submitted to Human Resources where an applicant has been assessed as being "ready to apply." If the Supervisor is of the opinion that the applicant is "not ready at this time", the Supervisor must work with the candidate to plan and document next steps that will further the applicant's growth and leadership development.

Questions regarding these changes to the Principal and Vice-Principal Application Process can be directed to: Jane Marlborough, Assistant to Superintendent Lynne Griffith-Jones, at [j.marlborough@tvdsb.ca](mailto:j.marlborough@tvdsb.ca).