



Principal and Vice-Principal Selection Process Fall 2022

September 14th, 2022



Land Acknowledgement



P.146.HR - Equitable, Recruitment, Hiring & Promotion

The P/VP selection process is guided by [P.146.HR: Equitable Recruitment, Hiring and Promotion](#). Below are some excerpts from the policy:

4.1 *The OCDSB workforce, including within separate employee groups and across all levels of the organization, shall increasingly reflect the diversity of the school communities being served by the District.*

4.2 *The OCDSB expects all staff in its employ to demonstrate capacity to understand and respond to the diverse lived experiences of students and families, and to implement strategies to support equitable and meaningful education that reflect diversity for all students.*

4.3 *The OCDSB expects all system and school leaders to model actions to enhance equity and inclusion of historically disadvantaged identities protected under the Ontario Human Rights Code as an essential leadership competency.*



Commitment to Equity

The OCDSB is committed to equity for all students and staff and to delivering the highest quality education through a qualified workforce that reflects the diversity of the students and community we serve.

The District seeks to be proactive in attracting Indigenous, Black and minoritized candidates.



Voluntary Self Identification Survey

Applicants will have the opportunity to complete a Voluntary Self Identification Survey. This data will be used to help inform the OCDSB's future recruitment practices and ensure that the P/VP Selection Process is aligned with the District's ***Equitable Recruitment, Hiring and Promotion Policy (P.146.HR)***. Applicants will be notified when the survey is available for completion.



Applying

Internal applicants are encouraged to connect with their current supervisor(s) for support through the process:

- Principal Candidates - current principal & superintendent
- Vice-Principal Candidates - current principal

Review the following resources:

- OCDSB Core Competencies
- OCDSB Strategic Plan 2019-2023
- Ontario Leadership Framework (OLF)



Steps in the Selection Process

1. Leadership Portfolio Submission
2. Portfolio Review Meeting (virtual)
3. Reference Collection & Verification
4. Case Study
5. Presentation & Panel Interview (virtual)
6. Candidate Debriefs



Important Dates

Application Deadline <i>(All candidates must make an application. All applicants will be notified whether a portfolio submission is required.)</i>	September 23, 2022 (5:00 pm)
Leadership Portfolio Submissions	October 5, 2022 (5:00 pm)
Portfolio Review Meeting (virtual)	October 20 & 21, 2022
Notification re: Short List	October 26, 2022
Case Study	Receive: November 9, 2022 Due: November 10, 2022 (12:00pm)
Reference Checks	November 10 - 25, 2022
Presentation & Panel Interviews (virtual)	November 28th & December 2, 2022
Notification re: Successful Candidates	December 8, 2022
Candidate Debriefs	January 16 & 19 2023



Documents

Documents on www.ocdsb.ca Careers page:

Application Documents:

- Job Posting
- Selection Process Guide
- Competition Timelines
- Application Form

Resource Materials:

- OCDSB Principal & Vice-Principal Core Competencies
- OCDSB Strategic Plan 2019-2023
- Ontario Leadership Framework (OLF)



Core Leadership Competencies

Decision Making	problem solving, judgement, analytical & critical thinking, innovation, risk management
Communication	written, verbal, presentation skills
Leading People	developing, directing & motivating others, managerial courage, negotiation skills
Emotional Intelligence	interpersonal skills, teamwork, collaboration, networking & relationship building, political acuity, conflict management
Ethical & Equitable Leadership	valuing and championing diversity, equity & inclusion, integrity, trust
Strategic Perspective	managing vision & purpose, strategic thinking, results orientation, adaptability
Planning & Organizing	initiative, accountability, perseverance, priority setting
Functional & Technical Knowledge	instructional practices, pedagogy, curriculum, resource & fiscal management



STEP 1 - Leadership Portfolio Submission

Your leadership portfolio must include:

- ✓ Application Form (online)
- ✓ Resume (3 pages)
- ✓ Statement of Qualifications (OCT)
- ✓ 3 Statements of Leadership Experiences (2 pages for each)
- ✓ Performance Appraisal (external applicants only)



STEP 1 - Leadership Portfolio Submission

Accommodations

Persons with disabilities who require accommodations in the application or interview process should email a request to

SystemLeadershipPositions@ocdsb.ca.



STEP 1 - Leadership Portfolio Submission

Statement of Qualifications

Principal Candidates

Principal's Qualification Program (PQP)

Vice-Principal Candidates

Part 1 of the Principal's Qualification Program (PQP), with all PQP requirements complete prior to your appointment date.

Download your registered member information from Ontario College of Teachers website www.oct.ca.



STEP 1 - Leadership Portfolio Submission

Statement of Leadership Experience - max. 2 pages each, Arial 12 font

Opportunity to demonstrate your leadership philosophy and practice with 3 specific examples where you have demonstrated the following:

- ✓ instructional leadership
 - ✓ interpersonal leadership (as a leader of people)
 - ✓ operational leadership (eg. complex project/initiative)
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- Explain how these have prepared you for this role.
 - Should reflect criteria in OLF and Principal & Vice-Principal Core Competencies.



STEP 1 - Leadership Portfolio Submission

EXTERNAL CANDIDATES ONLY:

Performance Appraisal

- **Principal Candidates** - most recent vice-principal performance appraisal (PPA)
- **Vice-Principal Candidates** - most recent teacher performance appraisal (TPA) current principal

What if I don't have one within last 5 years?

- letter of reference from current supervisor, or
- letter from last year's direct supervisor if you have changed schools



STEP 1 - Leadership Portfolio Submission

EXTERNAL CANDIDATES ONLY:

Professional Letter of Reference (in lieu of current TPA/PPA)

- Should be based on:
 - ✓ OCDSB Principal & Vice-Principal Core Competencies
 - ✓ Ontario Leadership Framework (OLF) including PLRs
- Shows your readiness to assume the role.
- Includes details about your leadership and instructional practices.



STEP 1 - Leadership Portfolio Submission

Submission Requirements

- Due no later than **5:00 pm on Wednesday, October 5th, 2022** by email to SystemLeadershipPositions@ocdsb.ca.
- HR will verify that the required documents are included and that applicants meet the minimum qualifications.
- Applicants who submit Leadership Portfolios with missing or incomplete information will be disqualified.
- Additional documentation will not be given consideration.



STEP 1 - Leadership Portfolio Submission

Leadership Portfolio Evaluation

- Leadership portfolios will be evaluated by teams of superintendents and experienced principals.
- Assessors are required to attend formal selection process training, including a Bias Awareness module.
- Portfolios will be assessed based on OCDSB Principal & Vice-Principal Core Competencies.



STEP 2 - Portfolio Review Meeting

Applicants who submitted a Leadership Portfolio will be invited to a 30 minute portfolio review meeting with a superintendent & experienced principal on either: **October 20th or 21st, 2022.**

- Meetings will be held virtually.
- Probing conversation about your resume & leadership statements.
- Will help inform who will proceed to next phase of selection process.
- Candidates not proceeding to the next step of the selection process will be offered opportunity to attend a debriefing meeting.



STEP 3 - Reference Collection & Verification

Professional References

- Candidates are encouraged to speak to their references regarding their intent to apply to the Selection Process.
- Those successful in the Portfolio Review portion of the process will be notified by HR and will be asked to provide the names of their professional references via an online form.
- References will be contacted starting **November 10th, 2022** for new applicants and for returning applicants who provide updated reference information.



STEP 3 - Reference Collection & Verification

Professional References - will be provided an online form

Principal Candidates – 6 references

2 supervisors (including current)

2 community groups and/or parents (maximum 1 parent)

2 other staff members you have mentored or coached

Vice-Principal Candidates – 4 references

2 supervisors (including current)

2 community groups, parents (maximum 1 parent) and/or

other staff members you have mentored or coached

Select referees who have reviewed your resume and statements of leadership experience and can provide strong oral and written support for your applications.



STEP 4 - Case Study

Written Exercise - maximum 3 pages, format/spacing up to applicant

- Candidates will receive materials by email by:
12:00 pm on Wednesday, November 9, 2022.
- Written submissions due back to HR by:
12:00 pm on Thursday, November 10, 2022.
- Assessed by superintendents & experienced principals.
- Candidate ID Numbers assigned to allow for anonymous assessments.
- Will be assessed based on OCDSB Principal & Vice-Principal Core Competencies.



STEP 5 - Panel Interview

November 28th & December 2nd, 2022

- Virtual Format

Interview Components

- ✓ Question Review (15 minutes)
- ✓ Presentation (10 minutes + 5 minutes for questions)
- ✓ Panel Interview (30 minutes)



STEP 4 - Panel Interview

Presentation

- Presentation topic will be emailed to you 48 hours prior to your interview.
- Prepare slides in advance using Microsoft PowerPoint or Google Slides (10 minutes).
- Interview panel will have 5 minutes for questions.
- Presentations will be assessed based on OCDSB Principal & Vice-Principal Core Competencies.



STEP 4 - Panel Interview

Interview

Consider the following when preparing:

- Provide specific examples of your leadership experiences.
- Include sufficient details to answer questions thoroughly.
- Frame responses around OCDSB's mission, vision, exit outcomes and strategic plan.
- Refer to Board policies, procedures and key priorities.
- Use the OLF to help frame responses.
- Demonstrate the personal leadership resources of the OLF and the OCDSB Principal and Vice-Principal Core Competencies throughout your responses.



STEP 4 - Panel Interview

Interview Panel Evaluation

Principal Candidates

2 superintendents (one Chair)

2 experienced principals

Vice-Principal Candidates

1 superintendent (Chair)

2 experienced principals



Recommendations & Placements

Eligibility List

- HR maintains principal and vice-principal eligibility lists for elementary & secondary.
- Successful candidates are placed on the list as “interns” and will be considered for appointments as they become available.
- Interns remain on the list for 3 years.



Recommendations & Placements

Appointments

- Consideration is given to interns' preferred school configurations, locations and schedules.
- Final placement decisions are based on suitability for the operational and leadership needs of the school.

Probationary Period

- 1 year



Recommendations & Placements

Mentoring Program

- Principals and vice-principals are paired with **mentors** and will receive formal and informal learning experiences throughout the year.
- The annual **Principal/Vice-Principal Academy** launches at the end of August with five additional sessions from September through February.
- Those successful in the Fall process will have an opportunity to participate from February to June.
- The program includes a mix of operational and leadership training, as well as reflection and coaching.



Candidate Debriefs

January 16th & 19th, 2023

- Available to all applicants.
- Regardless of whether you proceed to the case study and interview stages.



Questions?

