



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Preparing for the Principal and Vice-Principal Selection Process

**Spring 2019
Elementary Panel**

133 Greenbank Road, Nepean, Ontario K2H 6L3

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INTRODUCTION

This document, *Preparing for the Principal and Vice-Principal Selection Process*, is intended to encourage and assist you in preparation for the selection process for principal and vice-principal positions at the Ottawa-Carleton District School Board.

a) Before You Apply

It is important to take the time to prepare for the selection process in advance.

When making the decision to apply for a position as a principal or vice-principal, you should have the support of your supervisor(s), as noted below, who will assist you as you progress through the selection process:

- i. **Principal Candidates** – current principal and superintendent
- ii. **Vice-Principal Candidates** – current principal

As an experienced educator, you know the mission, vision and exit outcomes of the OCDSB and the five priorities of the strategic plan. You can articulate your personal philosophies of education and describe your role in supporting student success, achievement and well-being. You are knowledgeable about Board and provincial initiatives and the Ontario Leadership Framework (OLF).

In preparation for this role, you have reflected upon how you will address Board priorities and issues that arise in the role of principal or vice-principal. You have assessed whether you are personally and professionally ready for this role. You are able to discuss your leadership practices within the context of the OLF and support this discussion with evidence from your professional career.

b) Steps in the Selection Process

There are four steps in the spring 2019 selection process:

- i. Application Form and Leadership Portfolio Submission*
- ii. Case Study Exercise
- iii. Reference Verification
- iv. Panel Interview

* Returning candidates will be notified upon receipt of the application form whether a leadership portfolio submission is required.

c) Documents

You are encouraged to visit the Careers section of the OCDSB website at www.ocdsb.ca and review the following documents:

- Principal and Vice-Principal Job Posting – Elementary Panel
- Competition Timelines
- Application Form
- Reference Form
- Ontario Leadership Framework (OLF) for Principals
- OCDSB Conceptual Map
- OCDSB Leadership Rubric
- OCDSB Character Wheel

d) Accommodation Requirements

Persons with disabilities who need accommodations in the application or interview process should email a request to SystemLeadershipPositions@ocdsb.ca.

STEP 1 – LEADERSHIP PORTFOLIO SUBMISSION

If you participated in the fall 2018 selection process, you may not be required to submit an updated leadership portfolio under certain circumstances. You will be notified by email, upon receipt of your application form, whether a leadership portfolio submission is required.

If you are a new applicant, a complete leadership portfolio must be submitted.

You are encouraged to enlist the support of a coach or mentor to provide guidance in developing your leadership portfolio. Your leadership portfolio must include:

- ✓ Resume (maximum 3 pages)
- ✓ Statement of Qualifications (OCT)
- ✓ Statement of Leadership Experience (maximum 2 pages)
- ✓ 6 references for a principal position (submitted online); or
4 references for a vice-principal position (submitted online).

All documentation in the leadership portfolio must be in Arial 12 font. Your leadership portfolio must be submitted by email to SystemLeadershipPositions@ocdsb.ca. Printed copies will not be accepted.

a) Application Form

You must complete the online application form provided on the OCDSB careers website, which includes information about your current position and school, supervising principal and superintendent, contact information and leadership qualifications.

b) Resume - maximum 3 pages

Effective resumes contain information that is relevant to the position sought, list the information under appropriate headings in point form, and include a chronology of relevant teaching and leadership experience. The format of the resume is at your discretion, provided it does not exceed 3 pages in Arial 12 font.

c) Performance Appraisal – external applicants only

External vice-principal candidates must include a copy of their most recent Teacher Performance Appraisal. External principal candidates must include a copy of their most recent Principal Performance Appraisal.

If a performance appraisal is not available within the last 5 years, please submit a professional letter of reference from your current supervisor. If you have recently moved to a different school, the letter of reference may be provided by your direct

supervisor within the last year. The letter of reference should be based on the revised 2013 Ontario Leadership Framework, including the Personal Leadership Resources and the OCDSB Conceptual Map. It will indicate your readiness to assume additional responsibilities as an instructional leader in a principal or vice-principal role, including specific details pertaining to your leadership and instructional practices.

d) Statement of Qualifications

A copy of your registered member information, downloaded from the Ontario College of Teachers website at www.oct.ca must be included. If this statement does not show the required qualifications, you must include a note explaining when and where the qualifications were completed, including the date of the practicum.

In order to apply, you must have successfully completed the following at the time of application:

- i. Principal Candidates** - Principal's Qualification Program (PQP)
- ii. Vice-Principal Candidates** - Part 1 of the Principal's Qualification Program (PQP). If you are successful, you must complete all PQP requirements prior to your appointment date.

e) Statement of Leadership Experience - maximum 2 pages

Your statement of leadership experience should outline your leadership philosophy and practice, as well as descriptions of up to 3 specific leadership experiences.

This statement should describe how these experiences have informed, shaped and prepared you for a principal or vice-principal role. The statement should also reflect the criteria outlined in the Ontario Ministry of Education's Leadership Framework, 2013.

f) References

Professional references are required to verify your statement of leadership experience, demonstration of the OCDSB's character attributes, and your readiness to assume the role of principal or vice-principal. Please select referees who can provide strong oral and written support for your application. References for recommended candidates will be contacted after the case study exercise.

You must complete the applicable online reference form on the OCDSB career website. All referees must be familiar with your leadership experience.

- i. Principal Candidates** - 6 references are required, as follows:

- ✓ 2 supervisors, including your current supervisor (or within the past year if you have recently moved to a different school);
- ✓ 2 from community groups and parents (maximum 1 parent reference); and
- ✓ 2 from other staff members you have coached, influenced, led or mentored (including but not limited to teachers, early childhood educators, educational assistants, office administrators, social workers, language and literacy instructors, custodians or union-exempt employees).

ii. Vice-Principal Candidates - 4 references are required, as follows:

- ✓ 2 supervisors, including your current supervisor (or within the past year if you have recently moved to a different school); and
- ✓ 2 from community groups, parents (maximum 1 parent reference) and other staff members you have coached, influenced, led or mentored (including but not limited to teachers, early childhood educators, educational assistants, office administrators, social workers, language and literacy instructors, custodians or union-exempt employees).

g) Submission Requirements

i. Application Form

All candidates must complete the online application form no later than **5:00 pm on January 25, 2019.**

ii. Leadership Portfolio

If you participated in the fall 2018 selection process, you may not be required to submit an updated leadership portfolio. You will be notified by email, upon receipt of your application form, whether a leadership portfolio submission is required.

If you are a new applicant, a full leadership portfolio must be submitted.

Leadership portfolios, for new applicants and for returning applicants where advised by Human Resources, must be submitted by email to SystemLeadershipPositions@ocdsb.ca no later than **5:00 pm on February 8, 2019.**

Human Resources will verify that the required documents are included in leadership portfolios and that applicants meet the minimum qualifications.

Please note that applicants who submit leadership portfolios with missing or incomplete information will be disqualified from the selection process. Additional documentation submitted, beyond what is specified as per the selection process, will not be considered.

iii. References

All applicants must complete the applicable online reference form on the OCDSB career website by **5:00 pm on February 8, 2019**.

h) Leadership Portfolio Evaluation

Principal leadership portfolios will be evaluated by a panel of 3 superintendents. Vice-principal leadership portfolios will be evaluated by a panel of 2 current principals and a superintendent.

Step 2 – CASE STUDY EXERCISE

a) Written Exercise

All applicants will be invited to complete a 1 hour written case study exercise on one of the following dates:

Date: Monday, February 25, 2019 or
Tuesday, February 26, 2019

Time: To be determined.

Location: Confederation Education Centre, Computer Lab
1645 Woodroffe Avenue
Nepean, Ontario
K2G 0C4

The case study is designed to provide you with an opportunity to demonstrate critical thinking, decision-making and creative problem-solving skills with a district perspective. Your written communication skills will also be evaluated.

b) Case Study Evaluation

Principal case studies will be assessed by a panel of 2 current principals and a superintendent. Vice-principal case studies will be evaluated by a panel of 3 current principals.

This exercise is a “blind-assessment” where the assessors will not have access to candidate names when assigning scores.

A long-list of recommended candidates will be submitted to the School Operations Committee (SOC) for review, based on the results of the leadership portfolio and case study.

STEP 3 – REFERENCE VERIFICATION

Professional references will be contacted starting February 11, 2019 for all candidates.

A short-list of recommended candidates will be submitted to SOC for review, based on the results of the reference checks.

You will be contacted by Human Resources to advise whether or not you have been selected to proceed to the interview stage of the selection process. Candidates not proceeding to the next step will be offered an opportunity to attend a debriefing meeting at the conclusion of the process.

STEP 4 – PANEL INTERVIEW

The 1 hour panel interview includes the following components:

- ✓ Question Review (15 minutes)
- ✓ Presentation (15 minutes)
- ✓ Interview (30 minutes)

a) Question Review

Prior to meeting with the interview panel, you will be given 15 minutes to review and prepare for the interview questions.

b) Presentation

Please come prepared to make a short presentation (maximum 10 minutes) to the panel at the beginning of your interview using Microsoft PowerPoint or Google Slides. A laptop and Google Chromebook will be provided. You may use up to 10 slides and presentation handouts are optional.

The interview panel will have an additional 5 minutes for questions.

You will be advised of the presentation topic when you are invited to attend the interview.

The content of your presentation will be assessed, as well as your oral communication skills and use of technology.

c) Interview

The interview will consist of a variety of questions and will take approximately 30 minutes. Consider the following when preparing for your interview:

- Draw upon your leadership experiences to provide specific examples;
- Include sufficient details to answer questions thoroughly;
- Refer to board policies, procedures and priorities;
- Frame your responses, where appropriate, around the OCDSB's mission, vision, exit outcomes and strategic plan;
- Use the Ontario Leadership Framework (OLF) to help frame responses and demonstrate competencies; and
- Demonstrate personal leadership resources throughout your responses.

d) Interview Panel Evaluation

- i. Principal Candidates** – The interview panel will be comprised of the Associate Director of Education (chair), 2 superintendents and 1 current principal.
- ii. Vice-Principal Candidates** - The interview panel will be comprised of 1 superintendent (chair) and 2 current principals.

CANDIDATE RECOMMENDATIONS AND PLACEMENTS

a) Final Recommendations

Interview panels will make recommendations based on the results of the presentations and interviews. Human Resources will submit overall assessment results for recommended candidates to the School Operations Committee (SOC) for review in late March. SOC will submit final recommendations to the Director's Executive Council (DEC) for approval.

You will be contacted by Human Resources to advise whether or not you have been selected as an intern to the eligibility list. Debriefing opportunities will be offered to all candidates, whether or not they are successful.

b) Eligibility List – Elementary Panel

Human Resources maintains principal and vice-principal eligibility lists in alphabetical order for the elementary panel. Successful candidates are placed on this list and will be considered for appointment to formal leadership positions as principals or vice-principals as they become available.

Successful candidates will maintain their placement on the eligibility list for 3 years, after which time they must re-apply. The eligibility list will include successful candidates from the previous 2 years who have not yet been appointed to positions. Existing interns are considered equal to those identified as successful in a subsequent selection process.

c) Intern Program

First and second year 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 runs at the end of August and is mandatory for all principals and vice-principals going into their first year. After school sessions are also scheduled throughout the year. All principals and vice-principals are welcome to attend. The academy includes operations and leadership training.

d) Appointments

In determining principal and vice-principal placements, consideration will be given to interns' preferred school configurations, locations and schedules. However, it is important to note that final placement decisions are based on candidate suitability for the operational and leadership needs of the school.

Principal and vice-principal appointments are subject to approval by the Director's Executive Council (DEC), with notification to the Board of Trustees.

Human Resources will confirm appointments in writing and enclose a copy of the OCDSB Handbook for Principals and Vice-Principals which sets out the general terms and conditions of employment.

e) Probationary Period

All new appointments are subject to a one year probationary period.