



**OTTAWA-CARLETON**  
DISTRICT SCHOOL BOARD



*The Ottawa-Carleton District School Board is the largest school board in Eastern Ontario and offers students and parents a world of choice for learning. Our nearly 150 schools offer a wide range of programs to promote learning excellence and meet the individual needs of students, parents, and the community at large. Our schools are teaching communities where principals, vice-principals, teachers and support staff nurture student well-being and challenge students to achieve their best.*

**We are seeking creative, dynamic, committed educational leaders  
to join our management team as:**

## **Elementary Principals and Vice-Principals Secondary Vice-Principals**

Ideal candidates will support the fulfillment of the Ottawa-Carleton District School Board's (OCDSB) Strategic Plan to enhance the quality of education in the school, and the District, by creating a positive and inclusive school climate, learning and workplace environment. Candidates will have excellent communication and interpersonal skills, a demonstrated ability to work collaboratively and respectfully, with a human rights and equity perspective, to foster student success, achievement and well-being.

### **Qualifications**

#### **Principal Candidates:**

- Must have successfully completed all portions of the Principal's Qualification Program (PQP), and have it reflected on their Ontario College of Teachers (OCT) certificate at the time of application.
- It is recommended that Principal candidates have at least three (3) years of experience as a Vice-Principal. An equivalent combination of education and experience may be considered.

#### **Vice-Principal Candidates:**

- Must have successfully completed PQP Part 1 at the time of application and PQP Part 2, and all components of the practicum, prior to appointment.

Candidates must be in good standing with the Ontario College of Teachers (OCT). Employee files will be reviewed and previous performance, attendance and disciplinary action will be considered as part of the screening process.

## Application Process

1. Qualified candidates are invited to apply to this opportunity by submitting the following [OCDSB P/V/P Application Form](#) no later than **5:00 pm on January 21st, 2025**.

As part of the application process, all candidates will be required to upload the **OCDSB's Notice of Intent to Apply for the Principal / Vice-Principal Selection Process Form** directly to the application. There are separate forms for Principal and Vice-Principal applicants, both of which can be located on the [OCDSB's Career Page](#).

- **External candidates** - In addition to uploading the OCDSB's Notice of Intent to Apply Form to their application, external candidates will also be required to upload their resume, as well as a Principal Performance Appraisal (PPA) or Teacher Performance Appraisal (TPA) within the last five (5) years. Candidates that do not have a TPA or PPA within this time frame are able to submit a letter of reference from their current supervisor.

2. Candidates will be notified whether they will advance to the next stage in the process, for which a portfolio submission will be required, no later than **5:00 pm on January 24th, 2025**.

3. Candidates that are advancing to the portfolio review stage of the process must submit a Leadership Portfolio to [systemleadershippositions@ocdsb.ca](mailto:systemleadershippositions@ocdsb.ca) no later than **12:00 pm (noon) on January 30th, 2025**.

**Further information on the application process, including the required format for portfolio submissions, can be found by visiting the [OCDSB's Career Page](#).**

**We look forward to reviewing your application. Thank you for your interest in the OCDSB!**

## Eligibility List

- Successful candidates will be placed on an eligibility list for a period of up to 3 years and appointed to Principal and Vice-Principal positions as vacancies become available.
- Placements will occur according to the operational needs of the District and can be assigned anywhere in the [OCDSB's catchment area](#).

OCDSB employees serve students, colleagues, families and community partners. We invite people of all abilities, orientations, faiths, ethnicities, races, genders and ages to join us as we create learning and working spaces that honour the unceded and unsundered land of the Algonquin people, and respect, value and increasingly reflect the diversity of Ottawa. Your lived experience is an essential contribution to deliver the education every student deserves with dignity.

**If you require accommodations at any point in the selection process, please send an email to [SystemLeadershipPositions@ocdsb.ca](mailto:SystemLeadershipPositions@ocdsb.ca) at any time.**