Principal and Vice-Principal Selection Process
Fall 2020

Before You Apply

Internal applicants must have the support of your supervisor(s):

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

Review the following resources:

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

Steps in the Selection Process

1. Leadership Portfolio Submission
2. Portfolio Review Meeting
3. Reference Verification
4. Case Study
5. Presentation & Panel Interview

Important Dates

Application Deadline *(All candidates must make an application, returning applicants from the spring 2020 process, will be notified whether a portfolio submission is required.)*	October 9 2020
Leadership Portfolio Submissions	October 16, 2020
Portfolio Review Meeting *(new candidates)*	October 26-30, 2020
Notification re: Short List	November 4, 2020
Case Study	November 9, 2020
Presentation & Panel Interview	November 23-27, 2020
Notification re: Successful Candidates	December 8, 2020
Candidate Debriefs	January 2021 (TBD)

Documents

Documents on www.ocdsb.ca Careers page:

Application Documents:

- ☐ Job Posting
- ☐ Selection Process Guide
- ☐ Competition Timelines
- ☐ Application Form
- ☐ Professional Reference Template

Resource Materials:

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

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	integrity, trust, valuing diversity
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)
- ✔ Performance Appraisal (external applicants only)
- ✔ Statement of Qualifications (OCT)
- ✔ 3 Statements of Leadership Experiences (2 pages for each)
- ✔ References (6 Principal, 4 Vice-Principal)

STEP 1 - Leadership Portfolio Submission

Accommodations

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

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

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

- Should be based on:
    - ✔ Ontario Leadership Framework (OLF) including PLRs
    - ✔ OCDSB Leadership Narrative
    - ✔ OCDSB Principal & Vice-Principal Core Competencies

- Shows your readiness to assume the role.

- Includes details about your leadership and instructional practices.

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
- ✓ operational leadership

- 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

Professional References - 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 1 - Leadership Portfolio Submission

Submission Requirements

- Due no later than **5:00 pm** on **Friday October 9, 2020** 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 an Unconscious Bias Awareness module.

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 the week of October 26-30, 2020.

- Probing conversation about your resume & leadership statements.

- Will help inform who will proceed to next phase of selection process.

STEP 3 - Reference Verification

Professional References

- References will be contacted starting in October for new applicants and for returning applicants who provide updated reference information.

- A long-list of recommended candidates will be submitted to SOC for review, based on results of reference checks, leadership portfolio assessments & portfolio review meetings.

- Candidates not proceeding to the next step of the selection process will be offered opportunity to attend debriefing meeting.

STEP 4 - Case Study

Written Exercise - maximum 3 pages

- Candidates will receive materials by email at **12:00 pm** on **Monday November 9**, **2020**.
- Written submissions due back to HR by **12:00 pm** on **Tuesday November 10, 2020.**
- Blind assessment by a superintendent & experienced principal.
- Will be assessed based on OCDSB Principal & Vice-Principal Core Competencies.
- A short-list of recommended candidates will be submitted to SOC for review, based on case study results.

STEP 5 - Panel Interview

November 23 - 27, 2020

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).
- Laptop and Chromebook will be provided.
- 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 principal

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

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.
- The program includes a mix of operational and leadership training, as well as reflection and coaching.

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

Candidate Debriefs

January 2021

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