



2021 Spring PVP Candidate Session
January 25, 2021
FAQs

Q. I am currently completing my Intermediate qualifications and will be enrolled in Part 1 of the PQP in the Spring. Can I apply this Spring? I'm an experienced VP currently with another board. I am enrolled in PQP Pt. 1 but it is not yet completed. Can I still apply?

All candidates are required to have completed PQP Part 1 at the time of application and Part 2 and the practicum completed before placement.

Q. As an external candidate for an Elementary Vice Principal position, my Leadership Portfolio Submission requires that I submit a letter of reference in lieu of a Teacher Performance Appraisal. Can that letter of reference count as one of the 4 letters required in my application?

The letter of reference is required if you do not have a current TPA that you are able to submit with your application. You still need to submit 4 references.

Q. I am at an OCV location, but teach from school, would support of either of my principals be acceptable, or must it be my direct supervisor?

The support of a principal should be from your direct supervisor, however you may submit both names as you are required to submit 2 professional references.

Q. Are all of the steps in the process virtual?

Yes, portfolio review meetings, as well as the presentation and interview exercises will be completed virtually using Google Meets.

Q.If a candidate is successful in the process, what is the likelihood of being placed for the following school year?

It depends year over year and it is based on the operational needs and requirements of the district, but all candidates putting their name forward should be prepared for a September placement. In elementary this happens very frequently.

Q.I moved to Ottawa in the summer of 2019. I have a contract teacher evaluation from Peel that is within 5 years old, but I only have an OT evaluation from OCDSB. Should I include the full evaluation from Peel, the OT one from OCDSB, or both?

Please submit your TPA from Peel with your application as it is within 5 years.

Q.When does the process start in the Fall?

We will advertise the fall process in late September, early October. Please monitor our OCDSB career site for information.

Q.Can they be more specific in terms of Operational Leadership?

You can provide an example of a complex task, school event or management function that you facilitated to demonstrate operational leadership. Often the three leadership areas will overlap into one another.

Q.Leadership Portfolio requirements are 2 pages PER statement for a total of 6 pages?

Yes, 2 pages max for each Leadership statement.

Q.Can a parent reference be a parent who is an OCDSB staff member that you do not directly work with?

Yes, as long as they can speak to their experience with your leadership as a parent.

Q.Do returning candidates have to submit the references form again

If you participated in the fall 2020 session, you do not need to resubmit your references, unless you would like to change a reference.

Q.Community members are often parents. Can you provide some examples of community members. Could a community reference be a school council lead?

Community members would essentially be someone familiar with your leadership who is not a supervisor or a parent, i.e. someone you have partnered with from another organization, a supervisor from OPH, boys and girls club, local businesses you have worked with through your role, etc

Not if they are a parent - it really is trying to get a reference from someone you have worked with who is not a parent for this one - a community rep on school council would work.

Q.If you are an internal candidate, do you have to provide a performance appraisal if you are a VP?

No, you do not.

Q.Do your references need to provide you with letters of reference, or just be ready to take your questions when you call them? Are the questions for the reference types different? How to help the references prepare?

All references will be contacted by email and will be asked to complete an online Google form. A supervisor reference will be asked to complete a different questionnaire than a community or parent reference.

Q.Coming from an independent school environment, would a Math Coordinator be considered a “supervisor” as far as references go?

Ideally, it would be your current VP or P that is your supervisor. However, if the Math Coordinator is your supervisor, please submit as your reference.

Q.To be a middle school principal, can you have P (JI) qualifications or do you need to have JIS qualifications?

Yes, as a large percentage of the schools within the OCDSB are K-8.

Q.Could OCDSB have VP assignments where a percentage of the assignment could be in class teaching, or are all VP assignments solely administration work?

Yes, you may be in a VP assignment that requires a portion to be in class teaching.

Q.If you're a qualified Junior/Intermediate/Senior teacher, but you've been in an elementary school for your whole career, is it reasonable to apply for an elementary VP position?

Yes

Q.Where do we find style details on resume and leadership statements? i.e. font, double spacing etc...?

Please refer to our documents posted on our website, specifically [Principal and Vice Principal Selection Process](#) which provides further details on the process.

Q. What advice would you give to someone coming from an independent school background?

If you know someone within the OCDSB community, connect with them and talk to them about the OCDSB culture and processes. Review the OCDSB resource material on our website and build on your experience in the independent school to demonstrate your leadership ability.