



Thames Valley
District School Board

Promotional Practices

Winter 2025

There are three steps in the Thames Valley District School Board's Promotional Practices process:

1. Phase One:

- A. Initial Online Application Form
- B. Statement of Qualifications (Ontario College of Teachers)

2. Phase Two:

Leadership Portfolio Submission

- A. One-page cover letter and formal resumé
- B. Two Statements of Leadership Experience
- C. External Candidates only: Teacher Performance Appraisal (Vice-Principals) or Principal Performance Appraisal (Principals)

3. Phase Three:

- A. Case Study Preparation
- B. Panel Interview and Presentation
- C. Reference Collection and Verification

4. Follow Up - Candidate Debriefs

It is important for all potential applicants for leadership positions within the Thames Valley District School Board to meet and discuss their aspirations with their supervisor and Superintendent as soon as possible, and prior to commencing the formal application process. Through this discussion, supervisors can assist candidates in determining readiness to apply, and in identifying the candidate's strengths and areas of needed growth. Discussions should focus on the leadership competencies outlined in [Ontario Leadership Framework, 2013](#) and the extent to which the candidate's experience demonstrates these competencies.

Phase One

Initial Online Application

You must complete the Initial Online application form provided on the Thames Valley's Leadership website to be considered for the position of Principal or Vice-Principal. All applicants will be required to email a pdf file of their Ontario College of Teachers (OCT) Statement of Qualifications as part of the Initial Online Application.

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

Internal Principal Candidates — Principal's Qualification Program (PQP) Parts 1 & 2

Internal Vice-Principal Candidates — Completion of or enrolment in a current session of the Principal's Qualification Program (PQP) Part 1

External Vice-Principal and Principal Candidates — Principal's Qualification Program (PQP) Parts 1 & 2

Voluntary Self-Identification Survey

You will have the option of completing a Voluntary Self-Identification Survey. This data will be used to help inform the Thames Valley District School Board's future recruitment practices and ensure that the Principal/Vice-Principal Selection Process is aligned with the District's commitment to mirroring our diverse student population.

Phase Two

Leadership Portfolio Submission

You will be notified whether or not you will be advancing to the portfolio review portion of the process based on a review of your application, accompanying documents, and previous performance appraisals. If you are advancing in the process, 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:

- A. Cover Letter (one page) and Resumé (maximum 2 pages)
- B. Two Statements of Leadership Experience (maximum 2 pages each)
 - i. Instructional Leadership
 - ii. Interpersonal Leadership

A. Cover Letter/Resumé

Your cover letter (one page) and resumé (2 pages) should contain information relevant to the position and a chronology of relevant training, teaching and leadership experiences. The format of the resumé is at your discretion, provided it does not exceed two pages. It is important that your school and teaching assignments are clearly indicated on your resumé.

B. Two (2) Statements of Leadership Experience

— *maximum 2 pages each*

Your two statements of leadership experience should outline your leadership philosophy and practice as it relates to:

- 1. Instructional Leadership
- 2. Interpersonal Leadership

Each statement should describe how these experiences have informed, shaped and prepared you for a Principal or Vice-Principal role. The statements should reflect the criteria outlined in the [Ontario Leadership Framework, 2013](#) and include how these experiences have impacted your practice and prepared you for the role of Principal/Vice-Principal.

Leadership portfolios must be submitted by email to Sheila Powell, the Superintendent with responsibilities for Leadership Development in accordance with the posted timelines, using the following email address t.walker@tvdsb.ca.



“Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could.”

— Steve Jobs

Performance Appraisal - External applicants only

External Vice-Principal applicants must include a copy of their most recent Teacher Performance Appraisal. External Principal applicants 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 [Ontario Leadership Framework 2013](#), including the Personal Leadership Resources, and the Principal and Vice-Principal Core Competencies. 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.

Phase 3

Case Study Exercise

Candidates that are successful in the Portfolio Review portion of the process, will be invited to prepare a case study presentation as a part of the interview process.

A. Case Study

Participating candidates will receive the preparation for the case study presentation materials by email in accordance with the posted timelines and will complete the exercise outside of regular working hours.

The case study is designed to provide you with an opportunity to demonstrate your decision-making skills supported by critical thinking, innovation, problem solving skills and sound judgement with a distinct perspective.

The case study will be presented at the interview.

B. Panel Interview

The panel interview includes the following components:

1. Question Review (20 minutes)
2. Case Study Presentation Follow up and Questions (15 minutes)
3. Interview Questions (30 minutes)

Question Review

Before meeting with the interview panel, you will be given 20 minutes to review and prepare for the interview questions.



“People who are truly strong lift others up. People who are truly powerful bring others together.”

– Michelle Obama

Case Study Presentation

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

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

Your presentation should provide an overview of the decisions that you made and the rationale for these decisions. The content of your presentation will be assessed, as well as your verbal communication skills and the use of technology.

Interview

The interview will consist of a variety of questions and will take approximately 30 minutes. When preparing for your interview questions:

Draw upon your leadership experiences to provide specific examples;

Include sufficient details to answer questions thoroughly;

Frame your responses, where appropriate, around the [Thames Valley District School Board's Multi-Year Strategic Plan](#) and the [Ontario Leadership Framework \(OLF\), 2013](#).

Interview Panel

The interview panel will be comprised of 3 members of Senior Administration, including the Superintendent with responsibilities for Leadership Development.

C. Reference Collection & Verification

Professional references are required to verify your statements of leadership experience and your readiness to assume the role of Principal or Vice-Principal. Please select references who can provide strong verbal support for your application and who are familiar with your recent leadership experience.

Applicants who are successful in the portfolio review portion of the process will be asked to provide the names and contact information for at least 3 references, including, but not limited to:

- Two supervisors, including your current supervisor (or within the past year if you have recently moved to a different school);
- One additional reference, of your choosing, who can speak to your readiness to assume the role.

Mock Interviews

This is a voluntary step in the process.

Thames Valley District School Board's Ontario Principal's Council (OPC) has a long-standing tradition of supporting Principal/Vice-Principal candidates as they prepare for the interview. Candidates that are invited to Phase 3 - Case Study and Interview, will be offered the opportunity to meet with members of the Thames Valley District School Board's OPC who will offer mock interviews. Each participating candidate will be provided with feedback from an experienced Thames Valley District School Board administrator. The results of the mock interview will be confidential and will not be shared with staff in Leadership Development, and/or members of the Senior Team.

“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

4.0 Follow Up - Candidate Debriefs

Debriefing opportunities will be offered to all candidates who participated in the process, whether or not they are successful. Debriefs will be conducted by a Superintendent, who was involved in either the Portfolio Review or Interview Portion of the process.

All candidates are strongly encouraged to participate in the voluntary debriefing process to obtain valuable feedback regarding the portions of the process for which they participated.





For more information, contact us at:

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