



Thames Valley
District School Board

Promotional Practices

2026-2027

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

1. Application Phase

- Cover letter and resumé outlining teaching experience and education details.
- PDF of your Ontario College of Teachers profile.
- One artifact of your work that demonstrates your leadership in a school setting. Along with your artifact, please include a brief instructional leadership statement explaining your work.
- Three (3) professional references.

2. Interview Phase

- Preparation of scenario-based Case Study immediately prior to interview
- Panel interview
- Reference verification

The Thames Valley District School Board (TVDSB) is seeking creative, dynamic, and committed educational leaders to join its Leadership Team. Successful candidates will demonstrate a strong commitment to student achievement, well-being, and equity, while fostering positive, inclusive school climates and learning environments. TVDSB welcomes applicants with diverse identities, perspectives, and lived experiences, recognizing their value in effective leadership. Experience working with Indigenous students, families, and communities, as well as collaboration with equity-deserving groups, is considered an asset and should be highlighted in applications.

Application Phase

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



Your application package must include:

- A. Cover letter (one page) and resumé (max. two pages) outlining teaching experience and education details.
- B. One artifact of your work that demonstrates your leadership in a school setting. Along with your artifact, please include a brief rationale statement (see below).
- C. Three (3) professional references, including your current supervisor, including telephone number and email address for each.
- D. A copy of your Ontario College of Teachers profile.

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. Your beliefs about educational leadership should be highlighted in these three pages. The format of the resumé is at your discretion, provided it does not exceed two pages. It is important that the schools you have worked at and teaching assignments are clearly indicated on your resumé.

B. Artifact

One artifact of your work that demonstrates your instructional leadership in a school setting. Along with your artifact, please include a brief rationale explaining your work (no more than 250 words) answering the following questions:

- a) What did you learn from doing the work that would inform your work as a school-based leader?
- b) How do you know the impact of your leadership with this work?

C. Professional References

Applicants are asked to provide the names and contact information for three (3) references, including, but not limited to:

- Three (3) supervisors, including your current supervisor (or within the past year if you or your Supervisor have recently changed roles).

For confidentiality reasons, references for external applicants will not be contacted until after the interview, if the candidate advances to this phase of the Promotional Practices process.

Applications should be addressed to the attention of Sheila Powell, Senior Superintendent of School Services and Operations, and emailed to promotionalpractices@tvdsb.ca in accordance with the posted timelines.

All applicants will receive notification about the status of their application with respect to moving to the interview phase.



"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 applicants applying to either a Vice-Principal or Principal role must include a copy of their most recent performance appraisal.

If a performance appraisal is not available within the last 5 years, please submit a detailed 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.



Interview Phase

Interview candidates will be asked to arrive 45 minutes prior to their scheduled interview time.

Candidates who are successful in the Application Phase of the process will be invited to prepare a scenario-based case study presentation as a part of the Interview Phase.

A. Scenario-based Case Study

During the preparation time immediately prior to the interview, candidates will prepare a response to a scenario-based case study specific to the role for which they are applying. Applicants will also have an opportunity during this 45 minutes to review the interview questions.

Please be prepared to make a short informal response (maximum 10 minutes) to the interview panel at the beginning of your interview. The interview panel will have an additional 5 minutes for questions.

Your response should provide an overview of the decisions that you made and the rationale for these decisions.

"Education is what remains after one has forgotten what one has learned in school..."

— Albert Einstein



Interview Phase (cont.)

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

– Michelle Obama

Interview

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

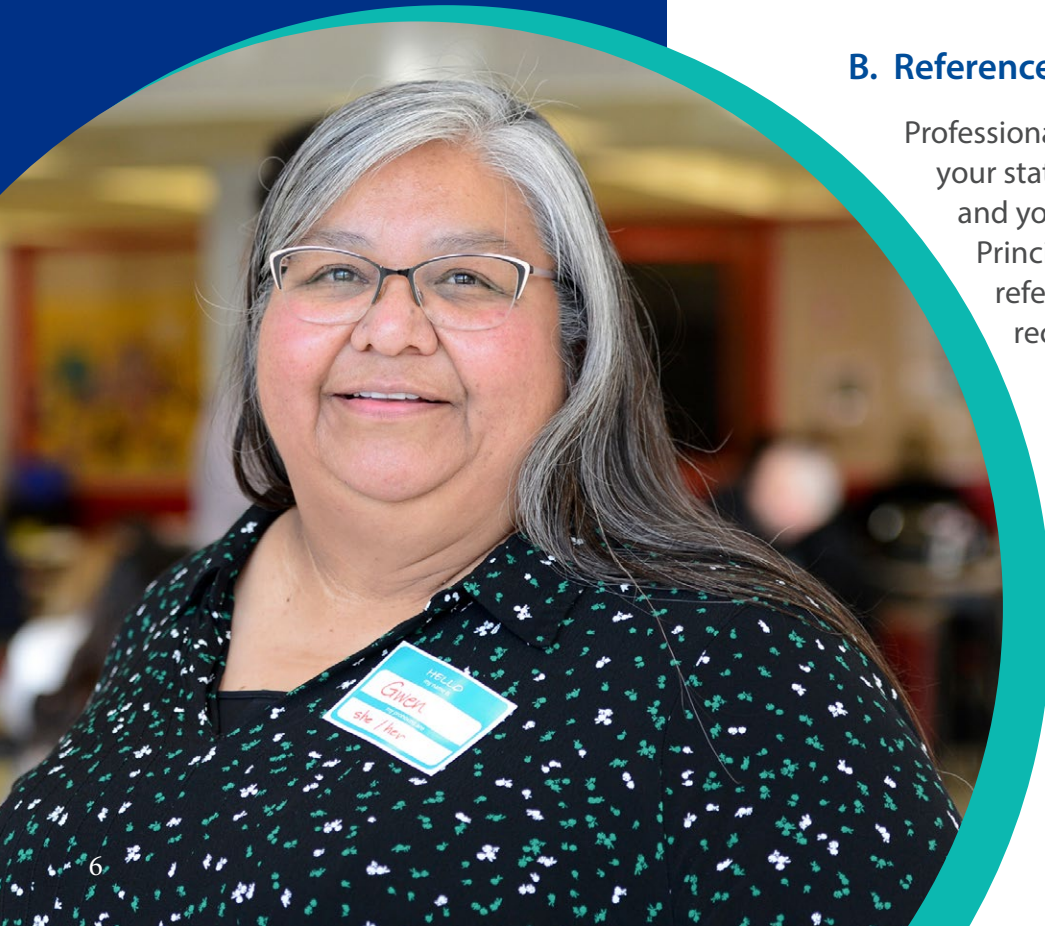
- Draw upon your leadership experiences to provide specific examples;
- Include sufficient details to answer questions thoroughly;
- Frame your responses, where appropriate, around the Thames Valley District School Board's Student Achievement Plan and the Ontario Leadership Framework (OLF), 2013.

Interview Panel

The interview panel will be comprised of three (3) members of Senior Administration.

B. 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 are familiar with your recent leadership experience.



Mock Interviews

This is a voluntary step in the process.

Thames Valley District School Board's Ontario Principals' Council (OPC) has a long-standing tradition of supporting Principal/Vice-Principal candidates as they prepare for the interview. Candidates that are invited for an 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 interviews will be confidential and will not be shared with members of the Senior Team.

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

— Nelson Mandela

Follow Up - Candidate Debriefs

Optional debriefing opportunities will be available to candidates who participated in the process, whether successful or not. Debriefs will be conducted by a Superintendent who was involved in either the Application Review or Interview portion of the process.





For more information, contact us at:

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