Vice-Principal Selection Process
Stage One

September 19, 2017
Hopes and Fears

What might be your hopes or fears of the Vice-Principal Selection Process?
Purpose

• This session is intended to support candidates as they prepare for stage 1

• Network, practice, understand process

• Please refer to *Preparing for the Vice-Principal Selection Process* pages 8-10.
Content

• Timelines
• The process
• Readying yourself
REM

- R - responsibility
- E - explore
- M - moment
Timelines

- September 25 - application posted on ATE
- October 4 - online application closes at 11:30 p.m.
- November 6 - email notification to all candidates of their status after Stage 1
- November 30-December 1 - Professional Dialogue
- December 11 and 12 - email notification to all candidates of their status after Stage 2
- December 14 and 15 - Panel Interview
- January 8 and 9 - email notification to all candidates after Stage 3
Process of Stage 1

- Cover letter
- Résumé
- Written submission
- References
Readying Yourself

1. Reviewing the handbook
2. Key Messages
3. Linking experience to OLF and connecting to YRDSB Leadership Strategy
Business Cards
Go to your appropriate area:
- Secondary and area east, west, north, central or external
  OR
- Elementary and area east, west, north, central or external
- Find a group of five mixing areas and panels
Talking To The Text

• Number off from 1-5 in groups
• Read your assigned section of “Preparing for the Vice-Principal Process.”
• Using sticky notes, record key ideas or any questions from your selected reading.
• Share with your group your ideas.
Talking To The Text

Person 1 - reads Message from Director (p.2)
Person 2 - reads Introduction (p. 4-5)
Person 3 - reads Leadership Strategy (p. 5)
Person 4 - reads OLF (p. 6)
Person 5 - reads Leadership Readiness Tools (p. 7)
Say Something

• Review pages 8-10 of the handbook
• Jot down any questions you may have about the content on a post-it note
• Discuss at your table
• Post any unanswered questions on the side board.
Navigating the Leadership Strategy

Leadership Strategy 2017-2021

- **Leaders** will Champion Excellence Through Equity
- **Leaders** will Promote a Culture of Collaborative Professionalism
- **Leaders** will Inspire Current and Future Leaders
Key Messages

- Leadership over time
- Range of experiences and roles
- Personal Leadership Resources
- Impact of your work/leadership on improved student achievement & well-being
- Alignment between cover letter, résumé, written submission and references
Cover Letter

- Keep intent of cover letter in mind
- State your key messages, beliefs, philosophy
- Use your voice
- Link the experiences in your resume to the role you are seeking
- Need evidence to support your claims
Résumé

▪ Demonstrate your leadership, not just your participation
▪ Are honest and accurate
▪ Make accurate use of the leadership practices to highlight your leadership
▪ Use the OLF domains
Something You Notice...

• Review the sample resume.

• Turn to a partner and share something you notice about the resume.
Written Submission

• How will you approach the question for the written submission?
• What do you need to consider?
• Does your response link to your cover letter and résumé? Adjustments?
Table Talk-Brainstorm

• Brainstorm themes of potential questions/topics that might be included in the written submission.

• Create 1-2 potential questions for one theme.

• Record which driver and potential actions of the Leadership Strategy document each question addresses.

• Post responses on chart paper.
References

• Connect with your references multiple times
• Set up formal appointments (not just “do you have a minute”)
  – Do you have the support of 3 professional references as required?
  – Outline what your leadership has been and get feedback – what should be a focus for the cover letter, resume, written submission
  – Provide drafts of your written components – get feedback
  – Provide a final copy to all references (CV; written submission) – encourage them to use it to assist with the reference check
Linking Experience to OLF

Process
Work in groups of 3

Task
• Give brief description of a leadership experience
• Identify the domains and practices addressed by this experience
• Identify a driver and leader action from the Leadership Strategy that connects to OLF
• Discuss how this might be presented in the resume
## Connections to Blank OLF

### Leadership Strategy and OLF Connections Example

**Setting Directions**
- Building Relationships and Developing People
- Developing the Organization
- Improving the Instructional Program
- Securing Accountability

**Leaders will Champion Excellence Through Equity**
- Leaders will Promote a Culture of Collaborative Professionalism
- Leaders will Inspire Current and Future Leaders

<table>
<thead>
<tr>
<th>Identified Leadership Experience</th>
<th>OLF Domains and Practices addressed by this experience</th>
<th>YRDSB Leadership Strategy Driver &amp; Action for Leader</th>
<th>How might this be presented in a resume?</th>
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Most Important Point (M.I.P.)

• Think of a key learning from today’s session.

• Share your key learning with a partner.
Feedforward

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<th>Pluses</th>
<th>Wishes</th>
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<td>● things you appreciated or things that supported your learning</td>
<td>● Things you wish the group would do more of, less of or differently</td>
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Post your responses on the chart paper as you leave tonight.
Questions