

VICE PRINCIPAL POOL ELEMENTARY

1. General Information

- 1.1 It is anticipated that Vice Principal vacancies in elementary will occur in the next couple of years for our schools.
- 1.2 The system Selection Committee will interview candidates and leadership pools will be established from which future school Vice Principals will be chosen. Normally the leadership pool will be in effect for two (2) years, although circumstances may require that additional names be added before then.
- 1.3 Appointments will be made on a probationary basis for one (1) school year. By the end of the school year, with satisfactory performance, the appointment may be made permanent.
- 1.4 Application deadline is **4:00 p.m., Friday, April 24, 2026**. Applications will be received by Patti-Jo Pesola, Superintendent of Education and can be emailed to pattijo_pesola@lakeheadschoools.ca

2. Qualifications

Preference will be given to applicants who have completed **Principal's Qualifications Part 1 and Part 2**.

3. Application Procedure

Each candidate submits the following information:

- 3.1 A complete resume of qualifications and experience;
- 3.2 A letter outlining the candidate's philosophy of education and how it relates to the role applied for (maximum two typed pages);
- 3.3 A recent performance review prepared by the candidate's current Principal or Superintendent of Education (refer to **Performance Review for Promotional Purpose** in Principal/Vice Principal Selection Process Booklet on Board website);
- 3.4 An additional performance review may be included from the candidate's previous Principal or Superintendent of Education if the candidate is in a new school (within the last year);

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- 3.5 A one page summary of what the candidate has accomplished in the past year in their personal growth plan and what the candidate plans to do in the near future;
- 3.6 A photocopy of the candidate's Certificate of Qualification or Principal's certificate; and
- 3.7 The names of three referees, including current supervisor with email addresses, telephone numbers and a signed FOI release form found on the board website (under CAREERS) at www.lakeheadschoools.ca. The referees may be contacted to clarify, validate and/or provide additional information to the selection committee.

4. Criteria for Selection

In addition to the required Ministry certification, the criteria for selection of Principals include the following leadership competencies:

4.1 Setting Direction

- Building a shared vision
- Identifying specific, shared short-term goals
- Creating high expectations
- Communicating the vision and goals

4.2 Building Relationships and Developing People

- Providing support and demonstrating consideration for individual staff members
- Stimulating growth in the professional capacities of staff
- Modelling the school's valued and practices
- Building trusting relationships with and among staff, students and parents
- Establishing productive working relationships with teacher federation representatives

4.3 Develop the Organization to Support Desired Practices

- Building collaborative cultures and distributing leaderships
- Structuring the organization to facilitate collaboration
- Building productive relationships with families and the community
- Connecting the school to the wider environment
- Maintaining a safe and healthy environment
- Allocating resources in support of the school's vision and goals

4.4 Improving the Instructional Program

- Staffing the instructional program
- Providing instructional support
- Monitoring progress in student learning and school improvement
- Buffering staff from distraction to their work

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4.5 Securing Accountability

- Building staff members sense of internal accountability
- Meeting the demands for external accountability

4.6 Management

- Demonstrates knowledge of the business
- Demonstrates knowledge of regulations, policies and procedures
- Supervises personnel
- Manages resources
- Manages health and safety
- Develops community partnerships
- Applies technical skill.

4.7 Commitment to Reconciliation

- Recognizes that reconciliation is an on-going journey and commitment
- Provides opportunities for the school community to increase awareness and knowledge of Indigenous peoples and the history of Canada
- Develops and maintains meaningful relationships with Indigenous students, families and community partners
- Models inclusion and consideration of Indigenous perspectives and world views
- Works collaboratively with Indigenous families to ensure the best outcomes for students

4.8 Candidates are encouraged to review ***Putting Ontario's Leadership Framework Into Action: A Guide for School & System Leaders*** available at www.education-leadership-ontario.ca and ***Lakehead Board's Strategic Plan*** available at www.lakeheadschoools.ca

5. For complete details and required forms, please access the Principal/Vice Principal Selection Process Booklet on the website (under Careers) at www.lakeheadschoools.ca.
6. Lakehead District School Board is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

DEADLINE FOR APPLICATIONS: April 24, 2026, at 4:00 p.m.

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