

VP Job Shadowing- Discussion points and Reflection

This reflection sheet is intended to provide the mentor and mentee with some guiding questions and look-fors during the job shadowing experience.

LOOK FORS...

Safety

- monitoring safe arrival of students
- traffic issues (busing)
- checking the school and yard for hazards (ice, wet floors, blocked fire exits, etc)
- safety plans / behaviour plans (shared with appropriate staff)
- supports for 'at risk' students (EA schedule, CYC schedule, case conferences, connections with outside agencies)
- Anti-discrimination/ Equity / Anti-bullying initiatives
- presence on the yard

Procedures/Administrative

- using Smartfind
- playground inspections
- schedules (duty/EA etc.)
- timetabling
- budget

Building Relationships With Staff

- listening to staff
- maintaining confidentiality
- social events
- annual chats (Stop/Start/Continue or ???)
- support for behavioural students
- providing instructional leadership (staff PD, program dept. support)
- positive affirmations / acknowledgements
- support staff relationship

Building Relationships With Parents

- appropriate communication (phone calls, newsletters, school sign, etc.)
- School Council interactions
- connecting to community agencies (CMHA , FCS, neighbourhood groups, recreation groups, etc.)
- Community Use

Building Relationships With Students

- supervising lunch rooms, yard, washrooms, change-rooms, etc.
- frequent check-ins with high flyers
- supporting intramurals, school teams, clubs
- classroom visits

POSSIBLE QUESTIONS

1. What supports are available from colleagues, senior administration, OPC?
2. What about benefits, pension, pay, lieu days, holidays?
3. Challenges balancing work and personal life?
4. Challenges balancing teaching and V.P. role.(elementary) ?
5. When do P/VP meet (monthly meetings, P/VP conference, PLTs)?
6. How and when does a VP move to the role of P?
7. How is the role of principal different than the vice-principal?
8. How do the V.P. and P. work as a team (Secondary with more than one V.P.)?
9. What next steps do I need to take to be eligible to apply?

NOTE: The following are examples of some of the many supports available to help you make your decision and prepare to become an administrator:

- Leadership Development Handbook and video
- School Designate Workshop
- V.P. What's It All About Workshop
- Leadership Dinners
- Me-As-VP Training
- Interview and Package Preparation Workshop

Final Reflection Page - To be completed by the participant and submitted after job shadowing. (Please submit to Brent McDonald: brent.mcdonald@ugdsb.on.ca)

Name: _____
Current School: _____
Date(s) of job shadowing experience: _____
Administrator that you shadowed: _____

What are some of the big ideas you are taking away from this experience?

Are there any questions that you still have about the role?

Would you recommend job shadowing to others? Why or why not?

After completing job shadowing, do you still wish to pursue administration? What are your next steps?

