



## Metcalfe Public School Council

Telephone: (613) 821-2261 Ext. 436

Email: [sc-metcalfeps@ocdsb.ca](mailto:sc-metcalfeps@ocdsb.ca)

Website: <http://ljdsgdesign.com/council/>

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Walter Piovesan, Executive Officer  
Ottawa-Carleton District School Board  
133 Greenbank Road  
Nepean, ON K2H 6L3

Dear Mr. Piovesan:

The OCDSB has requested that each School Council submit a Principal profile annually. We have reviewed OCDSB Policy P.082.HR - Selection, Training, Placement and Appraisal of Staff for Positions of Principal and Vice Principal, and confirm that, in addition to the specific considerations set out below, it represents the minimum qualifications that we would expect an appointee to our school would possess to effectively carry out the responsibilities that the position entails.

Our school has a combination of unique features we feel must be reflected in a Principal profile. Metcalfe Public School is the center of learning for children from JK through to grade 8, providing an English/Core French Program with Special Education and Gifted Programs. As a result of the broad age span of our students, it is necessary for our principal to possess a vision for our school that effectively nurtures a desire for life Long Learning in our children, and the ability to lead and equip our school staff for the purposes of attaining this goal.

Therefore, the Metcalfe Public School Council expects the following items will be taken into consideration when appointing a new principal to our school:

- Metcalfe Public School has a large proportion of intermediate students (52%) who have a high need for guidance during these years of peer pressure and social development. Our principal must have a combination of qualifications and experience, either teaching or administrative, in all three divisions (Primary, Junior and Intermediate) that make up our student population.
- Approximately 30 percent of our student population is made up of special education needs children. Currently approximately 75 students are being served through Special Education Learning Centers (3) and the remaining students are monitored or supported by our Learning Support Teacher. Metcalfe Public School hosts a System Class for students with Learning Disabilities (8). Our principal must have a clear understanding of these needs and must be a strong advocate on behalf of these students. As a minimum requirement, we deem it necessary that any candidate possesses a wide range of experience to meet the qualifications in Special Education; however, the optimal candidate will be a Specialist in Special Education.
- Metcalfe Public School's staff is composed of teachers with established ties to the local community. Our school principal must value and utilize the experience available within the existing staff complement and has demonstrated skills in effectively consulting with staff members.

- Our student population represents a wide social and economic diversity. It also has agricultural and rural roots, and a growing suburban population. Our principal must possess an understanding and appreciation of these factors, and has demonstrated skills in facilitating a sense of community within a school setting.
- Our rural school plays an important role in developing ties to our community -- ties which long endure past graduation and help to sustain deep commitment to our local heritage. Our principal must possess a strong appreciation for and skill in fostering students' pride in their school and encourage each student to develop their own sense of belonging.
- Metcalfe Public School has traditionally enjoyed a high parental and community involvement in school-related activities. The ideal candidate has public relations experience within the school and extended community and has demonstrated this through exemplary communications skills and the use of various strategies.
- Our principal must recognize Metcalfe Public School as a cultural center for its students and the school community. This individual will ensure wide educational and social opportunities, some of which may include field trips, sports and cultural activities, and information seminars for parents and the broader community.
- Our candidate must possess the skills required to be an instructional leader in the areas of curriculum implementation and technological advancement.
- The reality of our transportation situation (more than 95 per cent of our students are bussed) necessitates an administrator who possesses flexibility and strong communications and mediation skills.
- Metcalfe Public School is an older facility that brings with it all of the challenges of an aging building (i.e. physical plant problems). Our principal should be creative, resourceful and have good problem-solving skills in order to meet these challenges, while protecting our students from unnecessary disruptions.
- Our principal must ensure timely and open communication with the school council, and when applicable, the broader school community. Our principal must be willing to consult with the school council and take its recommendations under advisement when making decisions.
- Our principal must have an appreciation of the French Language.
- The current and upcoming years have presented, and will continue to present, an administrative challenge within our schools. We see this as a time when administrative stability is necessary to provide some continuity. Given the high turnover of administration in previous years, we strongly advise senior staff to consider candidates from a variety of career entry points, keeping in mind that past appointments have drawn from new and retiring principals. We also recommend that the candidate is willing to commit to a minimum of five years at our school.

We thank you for this opportunity to provide you with our input. We would be pleased to discuss these criteria with you at any time or answer any questions you may have. We do request that you contact us as you consider any candidate for administrative positions in our school prior to making any final decision for principal and/or vice principal placement.

Sincerely,

Hugh Cleland  
Co-Chair  
Metcalfe Public School Council

Valerie Leonard  
Co-Chair  
Metcalfe Public School Council