

Based on your experience, what advice for learning and preparation would you give to new vice-principals and principals to support their transition into the role?

Summary of Responses

Leadership and School Management

- Develop strategies to effectively manage the role and triage what is most important.
- Be prepared to see a wide variety of practices as you move outside of your own classroom.
- Keep a list of things to do and prioritize what needs to get done – there is always tomorrow.
- Keep detailed notes/documentation as things can be forgotten within a busy day.
- Become familiar with community resources and supports for families.
- Be present and visible with staff, students and community – listen to their concerns.
- Build relationships.

Well-being

- Get a sense of your portfolio and set clear boundaries to support a positive work/life balance.
- Connect with other administrators outside of your school and build a support network of people you can call for advice, different perspectives and support.
- Schedule time to disconnect.
- You will make mistakes and that is okay – remember why you went into the role in the first place.

Training and Mentorship

- Advocate for a formal mentor and onboarding, and ask questions when something doesn't seem right.
- Ensure that you are sourcing information to support equity and inclusion, special education, French as a Second Language (FSL) initiatives, multi-lingual learners, etc.
- Get a list of the software you will be using and start training.
- Participate in board-offered professional development.

Communication

- Be open to feedback before making decisions and be aware that not all of your decisions will be liked.
- Listen more than you talk and be reflective.
- Be prepared to hear challenging conversations from parents, community members and staff – always take a minute before taking action.