

Promotion Process Form For Principal and Vice Principal Candidates

Candidate Name: _____

Employee Number: _____ OCT Registration Number: _____

Address: _____

City/Province/Country: _____ Postal Code: _____

Telephone: _____ Email: _____

School/Department: _____ Telephone: _____

Current Principal: _____

Current Superintendent: _____

Position Being Applied For: ☐ Elementary Principal ☐ Secondary Principal
☐ Elementary Vice Principal ☐ Secondary Vice Principal

If you have not yet completed Part 1 or Part 2 of the Principals' Qualification Program, please indicate the expected completion date:

Part 1: _____ Part 2: _____

Do you require an accommodation during the Promotion Process? ☐ Yes ☐ No

If you responded "Yes", please contact ddsbpromotionprocess@ddsb.ca

Please ensure the following items are included in your Leadership Portfolio:

1. Promotion Process Form
2. Resume
3. Ontario College of Teachers' Certification
4. Performance Appraisal
5. Personal Leadership Vision Statement
6. Leadership Actions (3)
7. Attestation of Employee/Potential Employee of the DDSB
8. Equity Self Identification (voluntary)
9. Candidate Reference Form

Save your Leadership Portfolio as ONE PDF file and send electronically to ddsbpromotionprocess@ddsb.ca