

## **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 VicePrincipal       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 [leadership@ddsb.ca](mailto:leadership@ddsb.ca)

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

- Promotion Process Form
- Resume
- Candidate Reference Form
- Ontario College of Teachers' Certification
- Performance Appraisal
- Personal Leadership Vision Statement
- Leadership Actions (3)
- Attestation of Employee/Potential Employee of the DDSB
- Equity Self Identification (voluntary)

*Save your Leadership Portfolio as ONE PDF file and send electronically to [leadership@ddsb.ca](mailto:leadership@ddsb.ca)*