

## **APPLY TO EDUCATION INSTRUCTIONS FOR POSITION OF VICE-PRINCIPAL OR PRINCIPAL**

### **To apply for the position of vice-principal, candidates must have the following:**

1. at least seven completed years of successful teaching experience as a full-time permanent teacher within a recognized education institution – please note some Canadian experience is necessary and Ontario experience is an asset
2. Part I of the Principal's Qualification Program and proof of being registered in or having completed Part II
3. current performance appraisal (within last 5 years) (for internal applicants as per Human Resources Support Services 34B)
4. demonstrated experience with special education policies and procedures **and/or** completion of Special Education Part I
5. experience in differentiating instruction for students
6. demonstrated leadership ability in a variety of contexts
7. ability to work effectively within a diverse school community

### **To apply for the position of principal, you must have the following:**

1. at least two years of successful experience in the formal role of vice-principal at the time of application (excluding acting roles) (please note some Canadian experience is necessary and Ontario experience is an asset)
2. Parts I and II of the Principals' Qualification Program
3. current performance appraisal (within last 5 years) (for internal applicants as per Human Resources Support Services 34A)
4. demonstrated breadth and depth of leadership ability in a variety of contexts
5. demonstration of transformational leadership that positively impacts student achievement and well-being
6. ability to work effectively within a diverse school community
7. instructional and climate for learning and working leadership in differentiation to meet the needs of every learner
8. demonstrated effective leadership when advocating for students with special education identifications; applying a depth of knowledge of related policies and procedures

- purposeful and deliberate demonstration of personal leadership resources in action across all domains

### Commitment to Equity

The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring/promotion process.

We will provide employment accommodation if we are advised of an applicant's needs in advance of any part of the selection process.

### Application Instructions

Under Portfolio:

- Do **NOT** complete the Language Skills, Resume and Cover Letter Tabs
- Complete Personal Information Tab
- Complete Qualifications Tab - enter your OCT# in the two required places

#### Qualifications

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##### Teaching Certificates/Licensure

**STEP 1:** Click the [Add Certificate] button.

**STEP 2:** Select the state or province in which you are certified (or are in the process of becoming certified) to teach.

**STEP 3:** Select your certificate type. If you are still in the process of becoming certified select 'certificate pending'.

**STEP 4:** Enter your certificate number without spaces or dashes.

**STEP 5:** Click the [Save] button to add the certificate to your list.

Issued By	Certificate/License	Certificate/License #		
Ontario <input type="checkbox"/>	Certificate of Qualification <input type="checkbox"/>	<input type="text"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>

By providing my Ontario College of Teachers member number I grant the College permission to provide my membership status and qualifications from the Public Register. I acknowledge this information will be uploaded to my application portfolio on **applytoeducation** and will be visible to School Boards and Private Employers I apply to.

I accept

Re-type OCT#

- Complete Experience Tab (enter information specifically reflective of the posting qualifications) - Under Previous and Other Related Experience, clearly detail the number of years of teaching and/or administrative experience

### Previous Teaching & Other Related Experiences

To enter teaching and other related experiences (including special training, occupational or trade experience) click on the **Add New** button.

**ADD NEW**

**From:** Mar, 2007  
**To:** Aug, 2014

**Responsibilities:** Principal

**Type:** Permanent  
**Organization/Employer:** Peel District  
**Grade(s):** JK-5

**MOVE DOWN** **EDIT** **REMOVE**

**From:** Aug, 2014  
**To:** Aug, 2017

**Responsibilities:** Principal

**Type:** Permanent  
**Organization/Employer:** Peel District  
**Grade(s):** 6-8

**MOVE UP** **EDIT** **REMOVE**

- Complete Education Tab
- Complete Reference Tab ensuring that you include professional/employment email addresses for all referees

**Click on Supporting Documents.** Application Package to include the following documents uploaded under Additional Document tab.

### Supporting Documents

Scan and upload documents you want principals to see. If you do not have access to a scanner you can mail them to us to be scanned and uploaded free of charge.

[Click here to view Scanning Instructions.](#)

[Click here to print the bar coded cover sheet and view our mailing address for sending documents you want us to scan.](#)

[Click here to view the folder each Supporting Document should be placed in.](#)

Documents in the **'Unassigned'** folder are **NOT VISIBLE** to employers.

To move your documents within a folder, select the document you want to move and then select the "Up" or "Down" buttons.

To move your documents between folders, select the document you want to move and then the destination folder in the "Move To" option below and select the "OK" button.

Click [+ ] to view Documents within a folder.

- Unassigned Documents
- Teaching Evaluations
- Practicum Reports
- Certificates & Diplomas
- Teaching Qualifications/Licenses
- Reference Letter(s)
- Transcripts
- Criminal Background Check (VSS)
- Additional Documents**
- File #: 1
- File #: 2
- File #: 3
- File #: 4

**UP**

**DOWN**

**Page No: 4**  
**Posted On: Nov 28, 2018**

The image shows a cover sheet for the 'Supporting Documents' application package. It includes a header with the title 'Supporting Documents' and a sub-header 'Cover Sheet for Supporting Documents'. Below the header, there are several sections with checkboxes and labels, including 'Teaching Evaluations', 'Practicum Reports', 'Certificates & Diplomas', 'Teaching Qualifications/Licenses', 'Reference Letter(s)', 'Transcripts', and 'Criminal Background Check (VSS)'. Each section has a corresponding checkbox and a label. The 'Additional Documents' section is highlighted with a red circle.

**DELETE**

To download your document click [here](#)

Each of these documents should be saved as the bolded title identified in brackets and uploaded to your Apply to Education Portfolio in this order:

- Current OCT Certificate of Qualification (**1 - OCT Cert**)
- Proof of Registration for Part II of the PQP Course (for Vice-Principals only) if it does not appear on your OCT (1A - PQP)
- TPA/PPA (**2 - Appraisal**)
- Readiness Essay (**3 - Readiness Essay**)
- Upload finalized Peel Leadership Framework - Submission version (**4 - Peel Leadership Framework**)
- Documents will show as File #1; File #2; File #3, etc. under Additional Documents.
- Click on Review Portfolio to review your application to ensure you have included all required information and documentation.
- Once complete, submit application to Apply to Education - it is not necessary to purchase credits to complete this application

**Should any document be identified as too large to upload, you have the option of saving it as two separate documents (Part 1 and Part 2), or use the Apply to Education UPC code generator (instructions provided here) to send the document to Apply to Education to add to your application.**

**Detailed Timelines and Information Package (including formatting criteria and expectations) are available on [www.peelschools.org/jobs/careercategories/Pages/default.aspx](http://www.peelschools.org/jobs/careercategories/Pages/default.aspx) (copy and paste link into your browser)**

**Information Package – Vice-Principal:**

<http://www.peelschools.org/jobs/careercategories/vp/Documents/Information%20Package%20-%20VP%20.pdf>

**Information Package - Principal:**

<http://www.peelschools.org/jobs/careercategories/principal/Documents/Information%20Package%20-%20Principal.pdf>

**Peel Leadership Framework submission:**

<http://www.peelschools.org/jobs/careercategories/principal/Documents/Peel%20Leadership%20Framework%20Submission%20Document.docx>

**Please check your selection and ensure that you are applying for the correct position.**

Submit application on Apply to Education, it is not necessary to purchase credits to complete this application.

**NOTE: All new hires must provide a satisfactory Criminal Record Check prior to the commencement of any employment.** The Criminal Record Check (CRC) must have been completed within the preceding **6**

**months** of hire, be an original, and include a 'Vulnerable Sector Screening' as part of the process. The Peel District School Board will not accept a CRC that does not meet the requirements outlined in the board's policy, and the information outlined in the 'Information Sheet for the Applicant' provided to you as part of the interview process. Should an applicant submit a CRC showing evidence of police contact, confirmation of employment may be postponed pending a review of the information. You are also required to submit an 'External Applicant Disclosure Form'.