

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. completion of Special Education Part I or greater
4. current performance appraisal (within last 5 years) (for internal applicants as per Human Resources Support Services 34B)
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 34B)
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
9. purposeful and deliberate demonstration of personal leadership resources in action across all domains

Resources to prepare your application:

Detailed Timelines and Information Package (including formatting criteria and expectations) are available on 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>

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.

In order to apply for the position of Principal/Vice-Principal, you must complete the two part application process

Application Instructions Part I – Create Your Portfolio

Under Portfolio:

- Complete Personal Information Tab
- Do **NOT** complete the Language Skills Tab
- Complete the Qualifications Tab – enter your OCT# in the two required places

Qualifications

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	Certificate of Qualification		SAVE 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.ca** and will be visible to School Boards and Private Employers I apply to.

I accept

Re-type OCT#

ADD CERTIFICATE

- 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. Make sure you include your most current assignment as well as demonstrating the number of years in each role/location. (i.e. if you use 7+ years you must show a minimum of 7 years in specific roles and dates)

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	Type: Permanent Organization/Employer: Peel District Grade(s): JK-9	RESPONSIBILITIES: Principal	MOVE DOWN EDIT REMOVE
From: Aug, 2014 To: Aug, 2017	Type: Permanent Organization/Employer: Peel District Grade(s): 5-8	RESPONSIBILITIES: Principal	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, then Additional Documents

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.



Under the Additional Documents tab, documents should be uploaded in this order under :

- 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. This is what we see when we download.

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 can be found on the Supporting Documents tab) to send the document to Apply to Education to add to your application.

Application Instructions Part 2 – Submit your application

Internal employees – click on Internal Employees tab, then View Internal Job Postings

External employees – follow steps demonstrated below

Search Jobs

Keywords:
For more results leave this field empty.
Under Keywords – type principal → principal

Location:
Make sure School Districts is selected → Include School Districts
 Include Private Employers and Independent schools
Click [+] to expand selection

Click the + next to Ontario for dropdown list →
- Canada
+ Alberta
+ British Columbia
+ Manitoba
+ New Brunswick
+ Northwest Territories
+ Nova Scotia
- Ontario
+ Central Region
+ Central South
+ Eastern Ontario
- Greater Toronto Area
 Conseil Scolaire Viamonde
 Dufferin-Peel Catholic District School Board
 Durham Catholic District School Board
 Durham District School Board
 EdTalent Job Fair
 Halton Catholic District School Board
 Halton District School Board
Select Peel District and at bottom of page click "search" button → Peel District School Board
 Toronto Catholic District School Board
 York Region District School Board

SEARCH

Click on the job title - Principal Vice Principal.
Scroll to the bottom of the page and click

APPLY

- Once you have selected the job, click on the apply button - it is not necessary to purchase credits to complete this application. **Please check your selection and ensure that you are applying for the correct position.**

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'.

- You will know that you have successfully applied when you receive the email below. Please save a copy of this email for your records.

Subject: You Have Applied To The Following Job Posting

Hi Amanda,

Your application was successfully submitted to the following job posting with Peel District School Board.

Job Code: 2624445

School:

Job Title: Principals & Vice-Principals

You can review a history of the jobs you applied to by clicking on the 'Job Application Log' in the 'Job Postings' section of your account.

If you have questions regarding the status of your application please contact the employer(s) you applied to as we are not involved in the hiring process.

For assistance please contact our Customer Care Department at info@applytoeducation.com.

If you have technical difficulties, please contact ApplytoEducation at 1-877-900-5627.

If you have questions, please email needtoknow@peelsb.com or call Leadership Development and School Support Monday to Friday between 8:00 a.m. and 4:00 p.m. at 905-890-1010 x 2640.