



Ottawa-Carleton District School Board (OCDSB)
Notice of Intent to Apply for the Vice-Principal Selection Process

Candidate Name: _____

Purpose of the Notice of Intent to Apply Form:

This form is designed to facilitate a conversation with your current supervisor surrounding your participation in the process and to give formal notice to your current Principal and Superintendent of your potential intent to apply for a Vice-Principal Position.

Vice Principal Candidates will be required to have a conversation, and obtain a signature from their Principal and also obtain a signature from their Superintendent as an acknowledgement of their intent to apply to a Vice-Principal position.

When thinking about the application process, prospective applicants and supervisors should be reflecting upon the following:

- **Previous Conversations:** any previous conversations that have been had as part of a school visit or through the performance appraisal process.
- **Recent acting assignment:** applicants, who have recently obtained an acting Vice-Principal assignment, may wish to consider gaining experience in the acting role prior to putting their name forward, to increase their chances of success in the formal process.
- **References:** all candidates will be required to submit their current supervisor as a reference. Supervisors are encouraged to discuss any concerns they may have regarding their ability to provide a positive reference. Concerns related to obtaining a positive reference from a supervisor can be directed to SystemLeadershipPositions@ocdsb.ca.
- **Readiness:** readiness to step into a Vice-Principal position which may include a discussion about the leadership competencies, areas of strength and development, feedback from a previous process (for returning candidates) and general readiness to assume a leadership position.



Principal and Superintendent Signatures

Date of Conversation with Current Principal: _____

Name of Current Principal: _____

Current Principal Signature: _____

Name of Current Superintendent: _____

Current Superintendent Signature: _____

Date of Superintendent Signature / Acknowledgement: _____

Kindly ensure that this form is completed and attached to the application form by the deadline as outlined in the P/VP Selection Process Timelines.

Building Brighter Futures Together at the OCDSB

